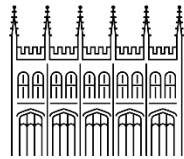


Small Wedding Ceremony Venue Guidance 2020



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The Bodleian Booklet: Hosting your wedding ceremony at the Bodleian

Welcome to your wedding at the Bodleian Library. In line with UK Government advice, we have put several measures in place to protect the health, safety, and comfort of everyone involved. We kindly ask that you and your guests carefully read and adhere to the guidance contained in this booklet as well as the venue video that we will send to you separately.

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1) Before the big day

- Make sure you have booked your **registrar** or **celebrant** and are aware of any requirements they may have.
- Sign and return the **Small Wedding Venue Hire Agreement** at least **7 working days** before your wedding
- Provide us with your **Guest List** and **Seating Plan** at **3-5 working days** before your wedding
- Read the Small Wedding Venue Hire Agreement carefully, noting the timings and the following requirements
- Remind your guests that they must not attend the wedding if they display any symptoms of Covid-19 or have been in proximity with any person displaying symptoms in the **past 14 days**.
- Advise guests that children and babies are not permitted in the venue.
- Provide us with **names and contact details** (phone number or email) for all guests at least 48 hours in advance. We will hold this information for 21 days after your wedding to assist the NHS Test and Trace programme.
- If you need to postpone your wedding due to Covid-19, we will reschedule with a minimum of **14 days** between dates.

2) Health and safety arrangements

Social Distancing

- We expect that your guests and chosen suppliers follow the UK Governments guidelines on social distancing. Further information can be found here:
<https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships>
- The maximum amount of people permitted is 30 (including 4 staff)
- A safe distance of 2 metres must always be maintained. The seating plan will help you to plan this in advance.
- Signage will be displayed to remind guests about social distancing.
- Our staff will safely direct your guests to their seats on arrival.

Hygiene

- Hand sanitiser will be provided, and we advise that everyone uses this when they arrive in Chancellor's Court before they are directed to their seats.
- Coughs or sneezes should be directed into elbows or tissues and hand-sanitiser applied. Any tissues should be disposed of in the waste bins provided.
- Waste bins can be accessed in Chancellor's Court
- To avoid touching surfaces, all props and decorations must be dropped off and collected by the supplier or by one of your invited guests only.
- When rings are exchanged, hand sanitiser will be located nearby so this can be used before and after
- Food and drink are not permitted

PPE

- It is currently not compulsory for wedding parties to wear face coverings at the Bodleian, but if this changes, we will let you know
- Where social distancing is not possible, please consider wearing a face covering for your safety and others

Temperature

- We may ask to check temperatures on arrival

Fire safety

- In the unlikely event of emergency evacuation, (e.g. a fire) please always follow our directions and guidance and head to the muster point: The Clarendon steps (see map)

3) Arrival

- Please enter the Bodleian via the wicket gate on Broad Street. A friendly member of the weddings team will be there to meet, greet and direct all guests to Chancellor's Court (see map)
- If you have arranged any decorations (e.g. small flower arrangements) please make sure the guest/supplier in charge of this arrangement arrives at the venue promptly to set these up prior to guests entering Convocation House
- Unfortunately, any late comers will not be allowed into the venue
- Please encourage your guests to keep their distance from us, each other, and other suppliers. We will do the same
- When you arrive at the Bodleian, we will briefly talk you through what to expect. For example, where to sanitise your hands and the seating arrangements. Before you go indoors, this is also a good chance to ask us any questions

- There will be limited access to the toilet facilities. Please consider using toilet facilities before you arrive at the Bodleian
- We will show your guests to their seats and these seating arrangements will be based on households and social bubbles

4) Ceremony

- You will meet the registrars for a joint interview Convocation House prior to the service.
- Guests will be seated after you have had your interview
- The ceremony will last approximately 20 minutes
- In line with government guidance, singing, chanting, shouting, and/or playing of instruments that are blown into are not permitted
- When signing the register, hand sanitiser will be available.

5) Departure

- After the 'I do's' have been spoken and guests have applauded, you will have the option to make an exit down the aisle to make your way outside. However, to avoid being blocked in, the registrars may wish to leave the venue first, so please discuss this with them beforehand
- After you have left the building, guests on the front rows will leave the room first and guests on the back rows will follow. A 2-metre distance should still be maintained
- Wedding photos can be taken in outdoor spaces including the Science museum steps, Clarendon steps and outside the Wren door. Please note that there will be visitors onsite so it is possible that not all photo opportunities will be available.
- Everyone (including suppliers) to leave the Bodleian through the wicket gate

We are delighted that you will be hosting your smaller wedding ceremony at the Bodleian! With your cooperation, and adherence to the UK Government Guidelines, we look forward to delivering a safe

and intimate wedding that you can share with your loved ones.

If you have any questions ahead of the ceremony, please contact us.

Email: weddings@bodleian.ox.ac.uk

Disclaimer: We will always do our best to keep our venue guidance updated and will align this with any further guidance we receive from the UK Government

6) Checklist:

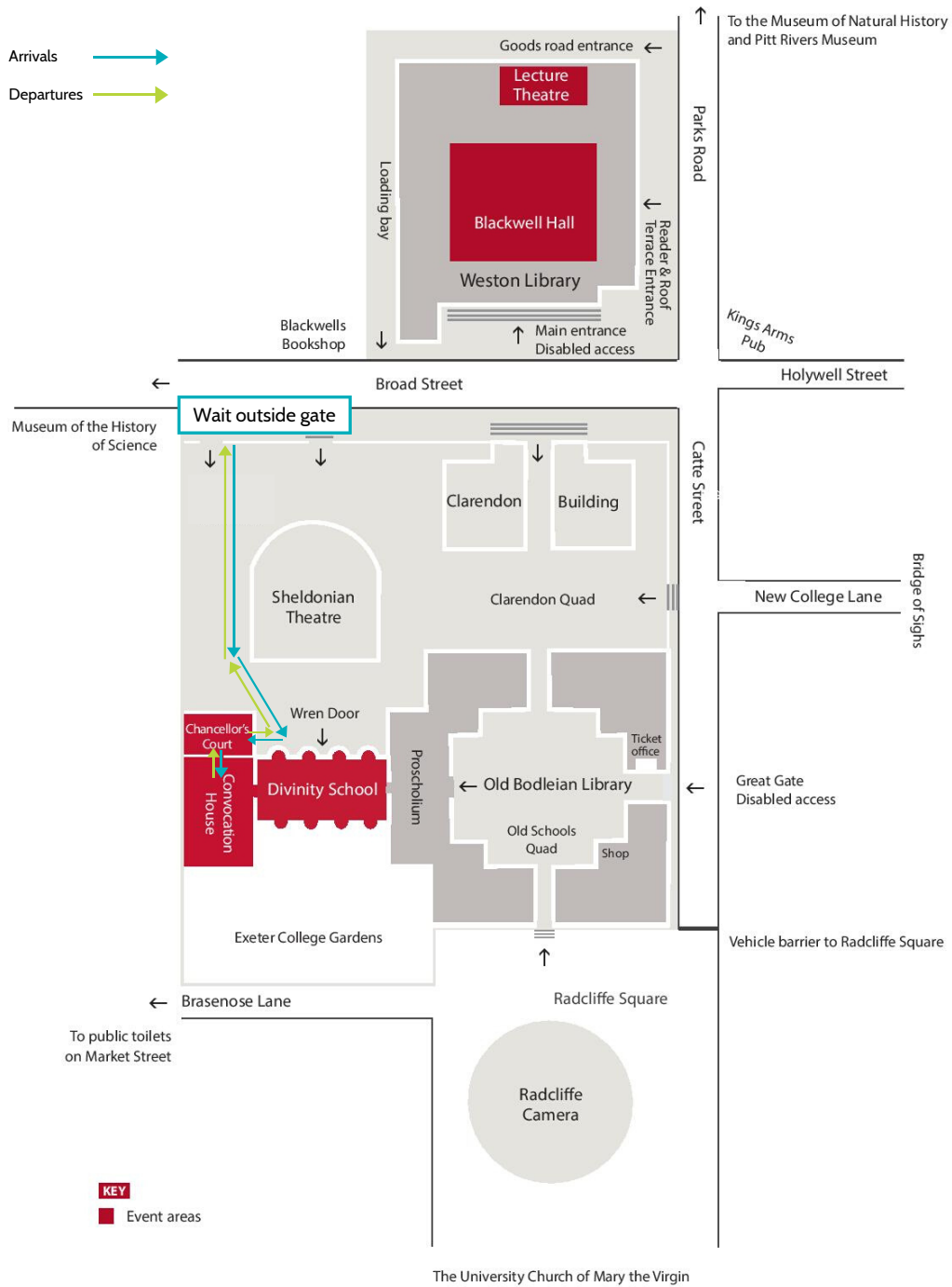


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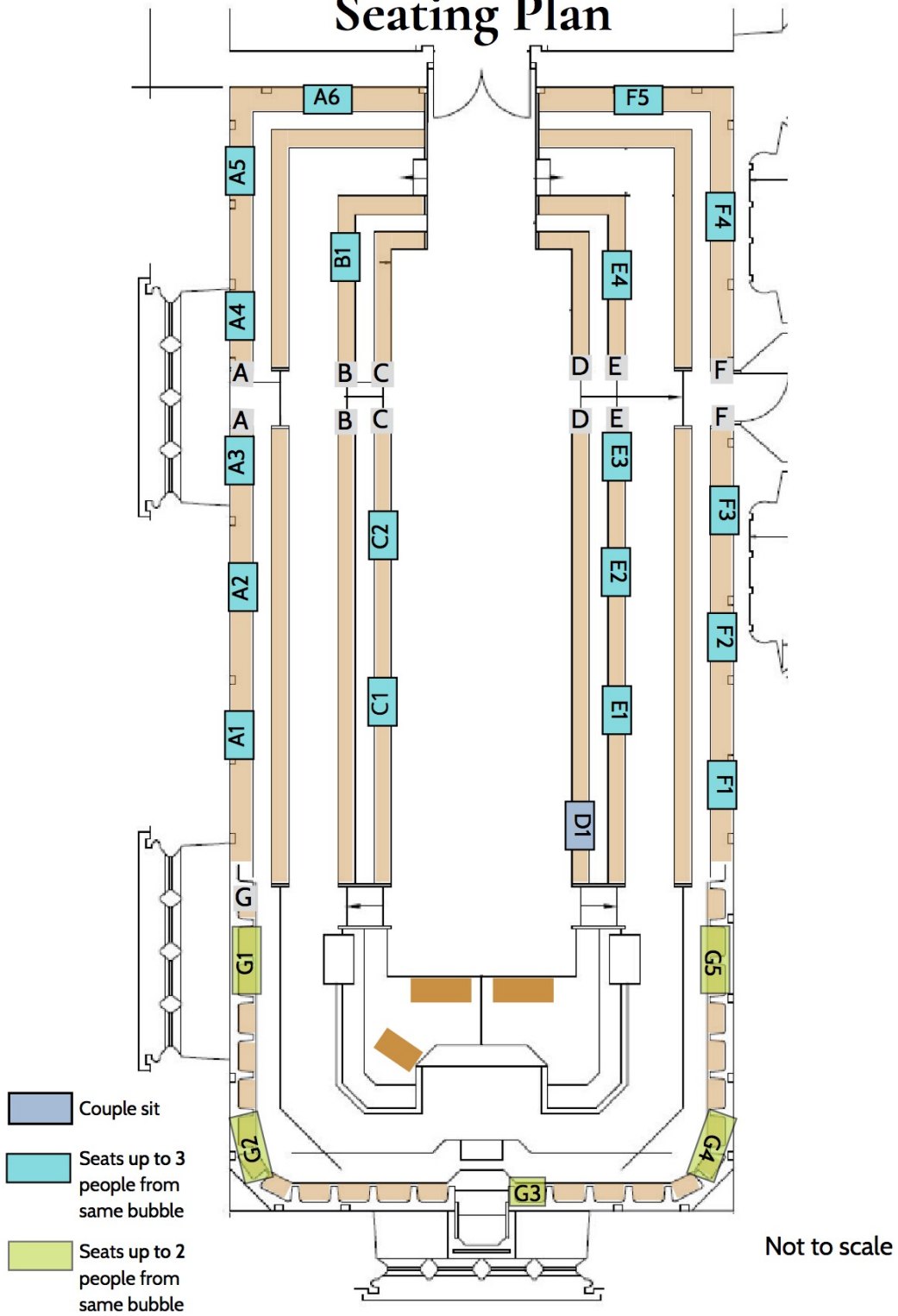
- Venue Hire Agreement** signed and returned **7 working days** before the wedding
- Registrar/celebrant confirmed
- Venue Guidance booklet** shared with all guests
- Guests have confirmed that they have read and noted the arrangements in place
- Seating plan** and **Guest list** provided to the wedding team 3-5 working days before the wedding



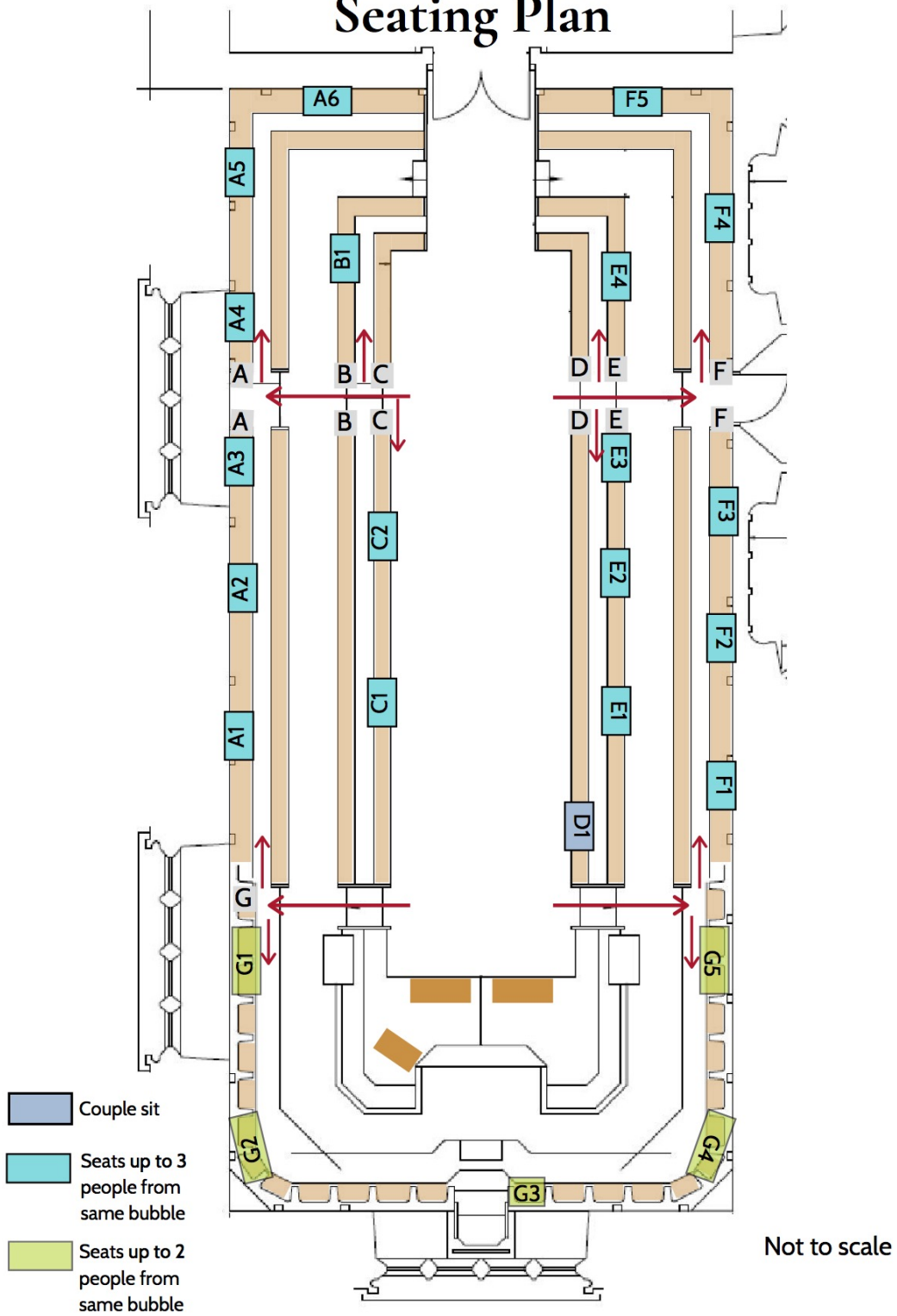
BODLEIAN LIBRARIES VENUES FOR EVENTS



Seating Plan



Seating Plan



FAQs

Can I have live music?

No, unfortunately live singing or the use of wind instruments increases the likelihood of transmission. However, recorded music can be played in the ceremony and can be played to fill a silent moment. E.g. when the register is being signed.

Can I have photos taken indoors?

Unfortunately, due to the time frame of the ceremony, there will not be the opportunity for photos to be taken during the signing of the register. The ceremony will involve minimum legal requirements, the exchange of rings and the 'I do's'.

Will I be able walk down the aisle with my relative?

This is your responsibility. Consider: *Does this person live in my household or are they part of my social bubble?* If the answer is no, please maintain a 2 metre distance from them, or 1 metre (plus) with mitigation. E.g. use of face coverings. Although we understand that this is difficult, please avoid touching, kissing, and embracing this person.

Please note, if you did wish to make an entrance, this would need to take place after your interview with the registrar. It should be a quick entrance and social distancing rules will still apply.

Can I have a bridal party?

Unfortunately not. We are currently saying no to bridal parties due to social distancing restrictions.

I get nervous easily, can I bring bottled water? – Yes, this is fine. You can either take the bottle away from the venue or use the bin in Chancellor's Court.

What if somebody feels ill when they arrive at the venue?

If this person displays COVID-19 symptoms, they will not be able to be permitted onsite and there is a high possibility that your wedding will not be able to go ahead.

I have a relative who uses a wheelchair – where will they sit?

We will ensure that a space near the back of Convocation House is reserved for this guest. Doors will remain open in case of an emergency.

Can we have more than 30 people?

No. At the moment the UK Government guidance advises that only 30 people are allowed at a wedding. This includes the officiant/s and any suppliers. The maximum number of guests is therefore 26. If this guidance changes, we will let you know.

If one guest must drop out, can I replace them with another?

Yes, but please advise us of the reason and make sure you provide the relevant details of the replacement. E.g. name/phone number and email address. This must be provided 3-5 working days before the wedding. If they drop out due to COVID-19, then all other guests from that household will not be permitted to attend the wedding.

My florist won't be collecting the flowers; can we take these away?

We are happy to talk to your florist directly about the removal of your floristry. However, you can allocate a member of your wedding party to take these off-site.

If our wedding is postponed, when is the soonest we would be able to return?

A gap of at least 14 days will be required between the cancelled date and a new date to minimise the risk of cross infection.

If it's raining on the day, where will we store umbrellas and coats?

We will provide coat rails for your personal belongings. Please note, this will only be used in the event of bad weather.

I'm allergic to certain types of hand sanitiser, can I bring my own?

Yes. If you apply this sanitiser before you are seated, this will be fine.

What decorations can I have?

Your time at the Bodleian will go by in an excitable flash, therefore we recommend keeping decorations to an absolute minimum. Flowers look beautiful in Convocation House, but we do not permit any naked flames, confetti, or flower arrangements over 2.5 metres.

I still have questions about the ceremony, what should I do?

If there is anything that we have not covered in this guidance, please head to the Oxfordshire County Council website:

<https://www.oxfordshire.gov.uk/residents/community-and-living/births-deaths-and-ceremonies/weddings-and-other-ceremonies/coronavirus-and-ceremonies#paragraph-5422>

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