

Responsible Person Duties

- Display a suitable notice (supplied by GRS at licensing) at each entrance and exit to the premises minimum 1 hour prior to and for the duration of each ceremony.
- Reserve **2 parking spaces** for the registration staff.
- Prepare the ceremony and interview rooms – the interview room should be private, free of personal belongings and effects, and photographic equipment.
- Be available on the premises a minimum of one hour prior to and throughout proceedings.
- Liaise with registrars for pre-ceremony interviews: groom or partner one, 20 minutes prior to the ceremony; bride or partner two, 10 minutes prior to the ceremony. Couples may NOT be interviewed together.
- Usher guests into ceremony room 15 minutes before the ceremony.
- Ensure no food or alcohol is sold or consumed in the ceremony room or outdoor area where proceedings are taking place, a minimum of **one hour prior to, and for the duration of**, the ceremony. Ensure that guests do not bring drinks into the ceremony room and that if there is a bar in the ceremony room, it is screened off or not in use according to timings above. (Non-alcoholic drinks may be consumed in an outdoor area where proceedings are to take place **prior** to the proceedings.)
- Liaise with the couple and registrars regarding music for the ceremony and **ensure that a member of staff or an appropriate alternative is allocated to control the playing of recorded music** as requested by the couple.
- Refer any queries regarding readings, video recording and photographs to the registrars.
- Usher ceremony party into ceremony room for commencement of ceremony and close doors.
- Remain in the ceremony room for the duration of the ceremony.
- Support Registration staff in dealing with any emergencies which arise e.g. illness of guests or in the event of inappropriate behaviour.
- Be conversant with emergency procedures to ensure the safe evacuation of the building in the event of a fire.