



## County Clerk, Recorder and Assessor

Congratulations and welcome to the Santa Barbara County Clerk's Office! We are happy to perform your wedding ceremony. We would like to share with you some formalities and rules governing the service that you will be receiving.

1. We ask that you arrive promptly at your scheduled time and that you are ready to start the ceremony procedure. Please either arrive early to use the lobby PC or use your computer at home to fill out the on-line marriage license application. Filling out the application takes about ten minutes. You have a **fifteen (15) minute grace period** before we cancel the ceremony. You will then need to reschedule another ceremony. There is a limit of **ten (10) people** allowed to attend the ceremony, including the couple. Please ensure your guests arrive on time as we cannot hold up the ceremony for them. When you arrive at the Hall of Records, please go directly to the lobby PC's to fill out your marriage license application; if you have already filled out your application, go to the marriage ceremony desk (do not wait in line) and have your guests wait in the lobby near the entrance doors.
2. Please let your guests know that there are safety precautions they must take while waiting. Children are not to be running around and need to be monitored at all times. The Hall of Records is part of the County Courthouse, a National Historic Landmark. Please ensure that children are not yelling or talking loudly. Sound bounces off the walls and the skylight and is extremely disruptive to other members of the public, and to the staff servicing the public.
3. We have two locations in the historic Courthouse for you to choose from. Your ceremony may be held inside the office on the 2<sup>nd</sup> floor mezzanine, overlooking the balcony and the Kentia Palms below. Please remember no food or drink is allowed. Pictures should be taken immediately following the ceremony since you will not be allowed to remain upstairs indefinitely. Please remember there are members of the public researching real estate records in the lobby.
4. If you prefer an outdoor setting, your ceremony may be held directly outside the Hall of Records archway door, framed by palm trees and looking out into the Sunken Gardens. **For an additional fee, and if you have made reservations** with the Parks Department, we will perform your ceremony in the Courthouse Gardens or the Mural Room.
5. After the ceremony please do not throw rice granules, confetti, rose petals or bird seed outside the Hall of Records. The Santa Barbara County Parks Department monitors all wedding ceremonies in the Courthouse grounds and will not tolerate any litter.

Thank you,

The Santa Barbara County Clerk's Office