

# Guidelines for a wedding/ civil ceremony in Grundlsee

**Dear Soon-to-be- Newly- Weds!**

As registrar, two things are important to me when it comes to a wedding/civil ceremony;

- All legal requirements are fulfilled
- You can both look back on this day fondly

In order to help you with the preparations for your big day, below you will find a list of the necessary documents, photos of different ceremony locations to choose from, and a list of our fees. There are also details concerning a CONI (certificate of non-impediment to marriage/ certificate of marriageability). A lot of the required documentation is already in the central registry system, so please contact me for further details about the documents you will need if you are still unsure after reading the list below.

Start by setting a date, and checking it with the registry office, church, hotel and restaurant. Then, it is important to apply for the procedure to determine marriageability (the aforementioned CONI) via the registry office. This can be done at any office in Austria, regardless where the ceremony will take place and a CONI is only valid for 6 months. The following documents will also be required;

- Birth certificate
- Proof of nationality /Passport (non- Austrians)
- Certificates for any previous marriages/civil partnerships
- Certificate of divorce or proof of nullification or annulment of previous marriages (Resolution or decree with valid confirmation of the outcome, including a stamp attesting validity!), decree of the nullification of previous registered partnerships
- Death certificate of the late partner if the partner has died

- In case of a foreign judgment concerning the dissolution of marriage/partnership or marriage/partnership annulment: the final judicial decision of approval, unless the Brussels II a-Regulation applies (foreign dissolutions of marriage/civil ceremonies must be officially recognised in Austria)
- If applicable, documentary proof of academic degrees
- Names and dates of birth of both sets of parents
- If applicable birth certificate(s) of any joint child(ren) (with proof of paternity, if not stated on birth certificate(s))
- Proof of child(ren)'s nationality, if available
- Proof of the child(ren)'s residence (Meldezetteln)
- Proof of residence (non-Austrians)

Anyone who is not a legally independent adult (including those not of marriageable age)

- For 16 to 18 year olds:
  - Declaration of marriageability (CONI) issued by a court (with valid confirmation of validity, including a stamp attesting validity!)
  - Written approval by legal guardians or equivalent judicial decision
- If a trustee has been appointed, their written approval or a relevant court decision

**Please note:** If a foreign language document must be presented in the original along with a certified German translation, the translation may only be done by a translator sworn and certified in Austria. Translators from other EU-/EEA-countries can also apply for entry into the list of sworn and judicially certified translators.

- In order to accept foreign documents, many countries require an apostille or authentication.

Name change after marriage- any name changes are legally binding after the ceremony. Children's surnames can also be changed. For more details, please refer to the official government website, where a list can be found of authorities and institutions which should be informed about name changes.

(<https://www.help.gv.at/Portal.Node/hlpd/public/content/142/Seite.1420000.html>) Questions about legal name changes and possibilities/restrictions can be answered by any registry office.

## Ceremony Locations



**Municipal Pavilion (from the inside and the outside)**



**Registry office**



**MONDI-Holiday Hotel  
Patio in Grundlsee**



Toplitzsee



Registry office lawn



Pavillon Seehotel Grundlsee

For an outside ceremony when the weather is not good, I recommend the municipal pavilion in Grundlsee. This decision as to whether the ceremony will be held outside or in the pavilion can even be made on the day itself.

A further point to consider is the flower arrangements at the ceremony. For instance, flowers and arrangements can also be hired for the day from local florists.

The Seehotel's pavilion can accommodate 20 guests, the registry office has space for 80 guests and in the municipal pavilion (gazebo) in Grundlsee, 70 guests can be in attendance (this pavilion is made up of very large windows which face the park, so more guests can be outside the gazebo and still see all of the ceremony).

### List of fees:

Marriageability procedure	€50.00
Submission of foreign documents	€80.00
Ceremony officiated by registrar in an administrative office	
during office hours	€5.45
outside office hours	€10.90
Ceremony located outside of registrar's office	€380
Ceremony held in non-administrative office	€54.50
Name change for Austrian citizens	free of charge
Name change for non-Austrian citizens	€6.40
Marriage/Civil Partnership Certificate	€2.10
Transcript of the ceremony	€2.10

## Additional Fees:

Pavilion (hire, cleaning, laundry of seat covers) up to 10 guests	€100.00
more than 10 guests	€150.00
Registry Office / patio hire for agape	€50.00(per hour of part thereof)
Seat covers (group of 5)	€25.00

## Ceremony

As registrar, I carry this out myself and make it as personal as possible, so please tell me of any plans or ideas you have of your own. Here are some things which you may want to consider:

- a) Music- live music or devices with Bluetooth. A Bose speaker is available.
- b) Readings- a piece which you would like to include/ a guest who would like to participate in the ceremony
- c) Personalised vows?
- d) Personalised wedding candle?
- e) Best man/maid of honour/witnesses- not officially required
- f) Celebratory canapés/drinks after the ceremony? (post-ceremony agape)

Please note that fireworks are not permitted in Grundlsee for private events, so please inform your guests about this.

Please follow our rules for the "bridal shower" after the wedding. Allowed are dried or fresh petals, flower seeds and bubbles.

If you have any further questions, or would like more ideas for your special day, I would be more than happy to hear from you.

**Theresa Grill**

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