



Photographer's Code of Conduct

In order to ensure the safety of our staff, couples and their guests, we are committed to complying with the [Government's Covid Secure guidelines](#). As a result, we would ask all photographers attending ceremonies at any venues within Westminster abide by the following code of conduct:

1. Ensure you wash / sanitise your hands regularly, but particularly on arrival and exit, and before you touch any furniture, fixtures or fittings within the venue.
2. Maintain 2 metres distance at all times from registrars, ushers and venue staff. This may impact on your ability to get more intimate photos during the ceremony.
3. Agree in advance the distance to be maintained from the couple and their guests, this should be no closer than 1 metre distance, and abide by it.
4. Please only take the minimum number of photos. At Old Marylebone Town Hall you may be asked to leave immediately after the ceremony in order to allow for the room and other communal spaces to be cleaned before the next ceremony. You may also have minimal time of the Town Hall steps before and after the ceremony, to ensure there is not contact between parties arriving and exiting the Town Hall. Internal photos before and after the ceremony may not be possible, depending on timings of further ceremonies, number of people in the building, etc.
5. Please only bring with you the minimum amount of equipment to the venue. At Old Marylebone Town Hall this will need to be kept with you at all times and cannot be left in the care of the ushering staff.
6. You may need to remain in a static position in smaller rooms at some venues, and this will definitely apply in all rooms with Old Marylebone Town Hall, with the exception of the Westminster Room. This is to maintain social distancing at all times. In the Westminster Room there is capacity to move around a little more, but this should be kept to the minimum and you must ensure you still maintain 2 metres distance from the registrars.
- 7. Please follow any instructions given by registrars, ushers or venue staff. Please respect their responsibility to maintaining a safe venue.**

Please note – failure to abide by this Code of Conduct may result in you being asked to leave the venue immediately or impact on the ability for the ceremony to continue. It may also result in you being banned from taking photographs at the Town Hall in the future.