

WEDDINGS AT THE GUILDHALL



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About us

Located in the center of Rochester, the charm and historical atmosphere of the Guildhall provides a memorable setting for your wedding.

Civil marriage ceremonies are held in the Guildhall Chamber on the upper floor of the Guildhall Museum. The Guildhall Chamber has one of the finest interiors of its period with magnificent painted plaster ceilings and chandeliers help enhance the historic atmosphere of the room.

The Guildhall Chamber is available for hire for the ceremony only. The Guildhall does not have any facilities for catering or wedding receptions.

The current hire fee is £400 for Ceremony only. This price does not include the Registrar's fees and charges, or charges for any other services that may be required on the day. Bookings can only be accepted once the registrar has confirmed his/her availability on the day or at the time proposed. Booking fees are payable in advance. Terms and conditions of hire are available in advance or at the time of booking.

Important information

- There are no lifts in the Guildhall. Access to the Guildhall is via an impressive 17th century carpeted staircase up two flights of stairs. There is no wheelchair access to the upper floor of the Guildhall.
- A separate room (the Members' Room) is available for use by the Registrar and the bridal party.
- There is no car parking on site for the bridal party or guests. There are a number of car parks close to the Guildhall as well as parking on the Esplanade.
- Bridal cars can set down and pick up from outside the Guildhall. If access is available, the bridal car can park under the colonnade for the duration of the ceremony
- The Guildhall is occupied by a local history museum that is open to the general public while wedding ceremonies are in progress, although public access to the ceremony rooms will be closed.

- Hirers can arrange for floral decorations to be installed in the Guildhall on the day of the wedding (subject to certain conditions).
- Confetti and other similar materials are not permitted outside the Guildhall premises.
- Smoking is prohibited inside the Guildhall.
- The attractive Guildhall staircase can be used on the day for wedding photographs.

Contact us

The Guildhall Museum High Street
Rochester
Kent ME1 1PY

Tel: 01634 332680

Email: guildhall.museum@medway.gov.uk

GUILDHALL MUSEUM CIVIL MARRIAGE CEREMONY APPLICATION FOR HIRE

To: MEDWAY COUNCIL

Note: Please read carefully the attached Conditions of Letting before completing this form:

I _____ (Name)

and _____ (Partner's name)

Email:

Postal Address:

Telephone

HEREBY APPLY FOR USE OF THE GUILDHALL CHAMBER on the date specified:

The Guildhall Chamber is available for ceremonies 10.30am to 4pm Monday to Friday and Sundays.

For Saturday bookings only, please contact the Register Office directly as they will handle all arrangements on our behalf.

*This **DOES NOT** include the fee payable to the Superintendent Registrar.

DATE	TIME
Number of persons attending	Maximum capacity 75 seated or 100 standing

*I agree to hire the Guildhall Chamber on the above date and that the hiring shall be in conformity with and subject to the general conditions for letting, and I agree to observe strictly such conditions and to pay immediate charges required in the scale of charges fixed by Medway Council. I undertake that during my hiring the said premises shall be used for no other purposes other than above specified. **To confirm your booking the Guildhall will require you to pay the full balance in person. The Guildhall's opening times are 10am - 4.30pm Tuesday to Saturday. Cheques should be made payable to Medway Council.***

Date..... Signed.....(Hirer)

When completed this application form and any remittance should be returned to: The Guildhall Museum, High Street, Rochester, Kent ME1 1PY. Telephone (01634) 332680

(We will retain this form for the duration of your booking and will not share your information to third parties).

GUILDHALL (ROCHESTER)

CONDITIONS FOR LETTING PREMISES FOR THE PURPOSE OF A CIVIL MARRIAGE CEREMONY

1. Your application must be on the form attached and accompanied by the full sum stated.
2. It is understood that the letting will be **ONLY PROVISIONAL** initially and will only be confirmed in writing by The Council once the Superintendent Registrar of the Medway Registration District has been informed of the letting. Once that has been confirmed to the Council, the necessary registration staff will be available to celebrate the civil marriage. It is worth noting that if either the bride or the groom does not live within the Medway area, they are required to give Notice of Marriage to the Superintendent Registrar of the district where the person lives.
3. Even when the letting has been confirmed the Council may find itself in need of the use of the premises at very short notice, for example, if there is a national or local emergency. Although such circumstances are rare, the Council must therefore reserve the right to cancel the letting and return the monies paid but without the payment of compensation of any kind, giving you as much notice as possible.
4. If the Council receives less than one month's written notice to cancel your letting, the full amount will not be refunded. If it is more than one month's notice, 20% will be deducted for administrative charges and the balance will be returned to you.
5. No personal payment is to be made to any Council employee under any circumstances, whether or not they have carried out any work in connection with the letting. All payments (and enquiries) must be made to the Guildhall Museum, High Street, Rochester, Kent, ME1 1PY (TELEPHONE 01634 332680).
6. **At the end of the letting, you are expected to leave the premises tidy and clean. If any damage is caused to the premises, if any of the contents owned by the Council are either damaged or go missing the Council will repair the damage and/or replace whatever is missing and you will be charged the expense. This also applies if the premises is left in an untidy manner.**
7. The application form states the maximum capacity for the premises, and it is your responsibility to ensure it is not exceeded.
8. Nothing may be physically attached that may cause damage to any part of the premises, nor may the existing lighting system, sound amplification or other electrical equipment be

extended in any way without the Council's prior written consent.

9. The Council shall not be responsible for any loss, damage or injury (including death) caused to or sustained by any person arising out of or in connection with the letting unless such loss, damage or injury (including death) was caused by some default or negligence on the part of the Council, and you will indemnify the Council against all expenses, costs, fees and losses arising out of, or in connection with, any claims resulting from such loss, damage or injury (including death).

10. Please note that:

a) No food or drink may be served or consumed in any part of the building without prior permission.

b) Any reading, music, words or performance which forms part of a ceremony of marriage celebrated on the premises must be secular in nature. For this purpose any such material used either by way of introduction to or in any intervals between parts of, or by way of conclusion to the ceremony shall be treated as forming part of the ceremony.

c) Any member of the public must be permitted access to the marriage ceremony without charge.

d) No smoking is permitted in any part of the building.

e) A civil marriage may take place on any day between the hours of 10.30 am and 4.00 pm.

f) No rice or confetti (or any similar substance) may be thrown over the bride and groom either inside or outside the Guildhall. It is your responsibility to ensure compliance with this restriction and if any cleaning is caused by its breach, you will be charged the expenses

g) Photography may be used in the Guildhall Chamber provided the photographer does not do anything which would constitute a distraction to the marriage ceremony. No additional lighting may be used without the agreement of the Superintendent Registrar.

11. You are reminded that:

a) The arrangements made for a marriage to take place at the Guildhall are conditional on:

i) The attendance of the Superintendent Registrar and a Registrar of Marriages from the Medway Registration District.

ii) The issue of the Authority or Authorities for the marriage by the Superintendent Registrar to whom Notice of Marriage has been given.

iii) When Notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the Authority before the day of the ceremony to ensure that it is delivered to the Registrar of Marriages who is to attend the ceremony.

iv) The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.

v) The marriage must be solemnised in the presence not only of the Superintendent Registrar and a Registrar from the district of Medway but also in the presence of two other witnesses. It is therefore your responsibility to provide those two witnesses.