

GUILDHALL WEDDINGS

SATURDAY & WEEKDAY CEREMONIES & DRINKS RECEPTIONS



IN THE GREAT HALL › 80 GUESTS › £1,500

Drinks reception after Ceremony (Optional) **£180** • There is a **£2.50** corkage fee per bottle of wine supplied. VAT Included



IN THE JURY ROOM › 35 GUESTS › £750

Drink Reception after Ceremony in the Jury Room (Optional), maximum 24 guests **£155**

If you would like to move your Drink Reception into the Main Hall the fee will be **£250**

There is a **£2.50** corkage fee per bottle of wine supplied. VAT Included.

Please note there is no disabled access to the Jury Room

Different rates apply for Bank Holidays

Please request additional information

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How do we book the Guildhall?

Please ask for one of our booking forms and contracts for either the Jury Room or Great Hall. Upon booking, we ask for a non-refundable deposit of 50% with the remainder eight weeks before the day. Alternatively you are more than welcome to pay off the amount in full, if you wish.

How many guests can be in the Guildhall for a ceremony?

We can accommodate up to 80 guests for the Great Hall and up to 35 guests for the Jury Room (maximum 24 for drinks reception in the Jury Room).

Is decoration permitted?

You are more than welcome to bring flowers and decorations on the morning of your wedding or the day before, dependant on our opening hours. This will be discussed and arranged at your final meeting, where all details of your day will be discussed. However, we do ask that nails, tacks, screws, placards or other articles are not attached or affixed to any part of the building. Due to fire risk, we do not allow helium balloons or lit candles.

Do you supply chair covers?

We do not supply chair covers. If you would like to supply chair covers, please allow yourself enough time for this, as any additional time will be charged at the normal room rates.

Can we have confetti?

Unfortunately, due to the historic nature and the location of the Guildhall being on the High Street, we cannot allow confetti. If confetti is thrown in the High Street you could potentially incur a fine, as this is seen as littering. Alternatives such as bubbles are permitted outside the Guildhall's portico.

Do we supply the wine for a drinks reception?

You can provide wine or your preferred drink of choice. There is a £2.50 corkage fee per bottle. We will supply glasses and serve the drinks. Please bring in wine at least two hours beforehand. We can store and keep it chilled for you. Alcohol is not permitted in the room whilst the ceremony is taking place. Guests must be over 18 to drink alcohol in the Guildhall.

Do you cater for wedding breakfasts/evening receptions?

Due to the nature and size of the building we can only cater for wedding ceremonies and drinks receptions. There are many local hotels and restaurants in close proximity to the Guildhall who can provide wedding breakfasts and receptions.

Can we provide our own music or musician?

We have a range of CDs at the Guildhall, however we suggest supplying your own music to personalise the ceremony.

If you are supplying your own music we suggest about ½ an hour of music for the arrival of your guests. Then on a separate CD, your chosen entrance music; 3 songs whilst you sign the register and finally your exit music. You are welcome to organise a live musician but we would wish to see their PAT testing documents and their Public Liability Insurance in advance.

Further Information

If you have any further questions please contact:

The Wedding Co-ordinator: 01392 265525

Email: guildhall.weddings@exeter.gov.uk

Historic Guildhall • High Street • Exeter • EX4 3EB

"We are immensely happy that our choice of wedding venue turned out to be even more perfect than expected."

"The flexibility of the space and the charm that the building itself lends to the occasion is spectacular; this really is a hidden gem and we are so pleased that we were able to book the Guildhall for our special day"

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One wedding car is permitted to drive into the High Street, via North Street and pull up in front of the Guildhall.

Please ensure that the car is mounted on the kerb (there is a ramp) to allow buses to carry on as normal.

The wedding car can park at the back of the Guildhall.

Wedding Car drop off & pick up

Wedding car exit route

"You made the whole process so easy for us and did a great job of making sure the day was really special"

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The following Caterers who are familiar with the Guildhall and can provide a range of canapés for your special day.

You are more than welcome to use other caterers, however we would wish to see copies of their food hygiene documentation in advance of your wedding.

You are also welcome to supply your own canapés, which have been prepared off site. We can provide trays for guests to serve themselves, after the ceremony.

Dan's Catering

Dan: 07765134264 • dan@dansamericankitchen.co.uk

Posh Nosh

The Team: 01392 444877 • info@posh-nosh.co.uk

Exe Catering

Dan & Emma: 01392 215707 • info@thesandwichshopexeter.co.uk

Astridges Catering Ltd

Paul: 07811 416254 • paul@astridges.co.uk

Fresha

The Team: 01392 447701 • kitchen@fresha.org

Graze by Dish

Kelly and Kim: 07946 445072 • hello@grazebydish.co.uk

Taste

Steve and Kathryn: 01392 829858 • info@taste-catering.co.uk

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