

WEDDING GUIDE
24/25




civil marriages &

partnerships at

The Guildhall,

Lyme Regis

WWW.LYMEREGISTOWNCOUNCIL.GOV.UK/BOOK-A-WEDDING

A photograph of a wedding couple in a rustic setting. The bride is wearing a white lace dress and a large floral crown, and the groom is wearing a dark jacket. They are standing in front of a wooden wall with a sign that says "DROIT." in the background. The text is overlaid on a semi-transparent white box.

‘BEAUTIFUL SETTING FOR
OUR SPECIAL DAY. THE
GUILDHALL FOLLOWED BY
OUR RECEPTION IN TWO
FUNKY BEACH HUTS WAS THE
BEST WEDDING EVER. THE
STAFF, PEOPLE AND THE
SETTING OF LYME MADE FOR
THE MOST ROMANTIC,
WONDERFUL DAY. THE SUN
WAS OUT TOO, COULDN’T
HAVE WISHED FOR MORE!’

CLAIRE & RICH MORT
MARRIED IN THE GUILDHALL, LYME
REGIS, SEPTEMBER 2015

Photo: Sarah Crossley Photographer

WEDDING VENUE *History*



Image: Hollyhock Photography

The history of The Guildhall can be traced back as far as the Stuart period. The main chamber with its curved ceiling and coat of arms was once the local court and the main body of the building, including the Mayor's Parlour, was built on the site of the town's lock-up. The original door of the lockup is still visible along the side of the building with a sign over the door which reads: 'The door of the old lock-up which stood here'.

The Guildhall was reopened after an almost complete rebuild to mark the Jubilee of Queen Victoria two years earlier. It brought together in one place, some of the leading and wealthiest citizens in this small Dorset town. The architect behind this historic building is George Vials.

Lyme Regis is located at the heart of Dorset's Jurassic coastline. With stunning views across the sea towards Charmouth and West Bay, The Guildhall provides the perfect backdrop for any wedding photography.

If you are considering holding your ceremony in The Guildhall, you are welcome to view the venue first. Please contact us to make arrangements.



*Photo: Sarah Crossley Photographer
Bride wears Seraga jewellery.*

HIRE CHARGES

23/24

MON - FRI

£400

SAT - SUN

£500

9AM-12PM

12PM - 3PM

3PM - 6PM

25/26

MON - FRI

£450

SAT - SUN

£550

9AM-12PM

12PM - 3PM

3PM - 6PM

A deposit of £100 is required upon booking with the balance due one month prior to the ceremony date.

Payments can be made by BACS to:

‘Lyme Regis Town Council’

SORT CODE: 30.90.37

A/c No. 18761468

Reference your name and ‘Wedding booking’ or by credit/debit card by contacting the town council.

PLEASE ENSURE YOU BOOK YOUR
CEREMONY A MINIMUM OF 60 MINUTES
AFTER THE START OF YOUR BOOKING TO
ENSURE THERE IS ENOUGH TIME TO SET
UP AND STILL HAVE YOUR INTERVIEW
WITH THE REGISTRAR/S.

WHY NOT BOOK A BEACH HUT AS
PART OF YOUR WEDDING
PACKAGE? CELEBRATE WITH
POST CEREMONY DRINKS IN A
PASTEL COLOURED BEACH HUT!
PLEASE CHECK AVAILABILITY
WHEN BOOKING!

Photo: Sarah Crossley Photographer



Photo: Wild Weddings

BEAUTIFUL VIEWS OVER LYME
BAY AS THE BACKDROP FOR
YOUR SPECIAL DAY.

TERMS & CONDITIONS

PLEASE NOTE THAT HIRE OF THE GUILDHALL IS SEPARATE FROM ANY LEGAL ARRANGEMENTS OR CHARGES MADE BY THE REGISTRARS. IT IS YOUR RESPONSIBILITY TO BOOK THE REGISTRARS AND COMPLY WITH THE LEGAL REQUIREMENTS.

THE GUILDHALL

- We can accommodate 75 guests (plus the couple, registrars and wedding stewards) in the ceremony room if you do not require use of the lift.
- If you do require use of the lift, we can accommodate 65 guests due to fire regulations.
- A lift to the main chamber from the car park and disabled toilet is available.
- Parking spaces adjacent to The Guildhall are available for at least two cars.
- Flash photography is allowed inside the building.
- Bio-degradable confetti is allowed outside of the building.
- Access to The Guildhall is limited to 30 minutes prior to the ceremony but please speak to us if you need to access The Guildhall any earlier.
- It is possible for you to decorate the chamber with your own floral decorations prior to the ceremony if arrangements are made with us in advance.
- No food or drink may be consumed or sold on the premises in accordance with the civil marriage and partnership licence.
- Dogs are permitted inside The Guildhall. Please let us know at the time of booking that you intend that have dog/s at your ceremony and we will send you a waiver form to complete.
- If you require witnesses for your ceremony, we can provide them. Please let us know in advance.

MUSIC

You are welcome to play music of a non-religious nature during your ceremony. We encourage playlists to be saved to your mobile phone but we can also accommodate CDs and USB drives. We are happy for you to play music from a device. Please inform us three weeks prior to the ceremony which of the above methods you intend to use for your music selection. Our stewards are more than happy to manage the music for you on the day! Live music and instruments are also welcome.

CANCELLATION

The balance payment must be paid in full at least one month before the ceremony date. In the event of cancellation, the full hire fee will be payable unless the council is notified at least 48 hours prior to the date of the ceremony. The booking deposit payment is non-refundable.

HAVE A LOOK AT OUR
ADDITIONAL DECOR
OPTIONS ON PAGE 9!

Image: Hollyhock Photography



‘TRADITIONAL ELEGANCE
DATING ALL THE WAY BACK
TO THE STUART PERIOD.’



DORSET REGISTRARS

☎ 01305 225 153

✉ registrars@dorsetcouncil.gov.uk

📍 County Hall
Colliton Park
Dorchester
Dorset
DT1 1XJ

LYME REGIS TOWN COUNCIL

☎ 01297 445 175

✉ enquiries@lymeregistowncouncil.gov.uk

📍 Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS



IMPORTANT INFORMATION

- Please ensure the registrars from Dorset Registration Service are available for your chosen date. Please be sure to book the registrars before booking with us!
- Once you have booked the registrars, you should then complete The Guildhall booking form via our website with a deposit of £100. Once we have received your booking we will confirm it in writing.
- Your civil marriage is a very important day and we would like to help in any way we can to make the day as special as possible. Please let us know if there is anything we can do to assist you.

Married at The Guildhall?
We would love the opportunity to share some of your wedding photographs!
If you would like to share 1 or 2 with us please send them to us at enquiries@lymeregistowncouncil.gov.uk

We are currently taking bookings up to
31st March 2026



@lymeregisguildhall
#igotmarriedattheguildhall



PACKAGES

ALL INCL. — £ —

chair covers

lighting

flowers

SEATING — £ —

chair covers

LIGHTING — £ —

lanterns

LED candles

fairy lights

FLOWERS — £ —

table centrepiece

bannister decor

option of silk or dried

WEDDING

checklist

12 MONTHS BEFORE

- ☐ make a guest list
- ☐ decide on style and theme
- ☐ choose a bridal party
- ☐ book a venue
- ☐ hire photographer
- ☐ hire band and DJ
- ☐ wedding dress shopping

9 MONTHS BEFORE

- ☐ select caterer
- ☐ select invitations
- ☐ bridesmaid dresses
- ☐ book flowers
- ☐ wedding website
- ☐ order invitations

6 MONTHS BEFORE

- ☐ choose wedding rings
- ☐ book honeymoon
- ☐ schedule wedding shower
- ☐ send invitations
- ☐ order wedding cake

3 MONTHS BEFORE

- ☐ create seating chart
- ☐ choose guest favours
- ☐ meet with the registrars
- ☐ hair and makeup trial
- ☐ book transport
- ☐ choose ceremony songs

1 MONTH BEFORE

- ☐ dress fitting
- ☐ write wedding vows
- ☐ finalise the guest count

1 WEEK BEFORE

- ☐ practise wedding vows
- ☐ mani & pedi
- ☐ facial treatment
- ☐ hair appointment

AFTER THE WEDDING

- ☐ send thank you cards
- ☐ share photos

LOCAL *Suppliers*

TRANSPORT & ACCOMMODATION

Causley Cabs

Jurassic Properties

CONTACT

01297 642 011

www.jurassicproperties.com

NOTES

www.causleycabs.co.uk

Accommodation providers

PHOTOGRAPHERS

Suzie McFadzean Photography

Max Trafford Photographer

CONTACT

mrsmacspics@gmail.com

maxtraffordphotography@gmail.com

NOTES

10% off Silver Package

STATIONERY

Scribe Stationery

CONTACT

info@scribe-stationery.co.uk

NOTES

www.scribe-stationery.co.uk

CAKES & CATERING

Beautifully Baked by Charlene

The Rolling Barrel

CONTACT

0775 974 6066

www.therollingbarrelbar.co.uk

NOTES

10% off for 'Guildhall' clients

20% off prices on website

ACCESSORIES

Brilliant Bows by Hilary

Seraga Jewellery

CONTACT

hilaryfaith10@gmail.com

0776 397 4569

NOTES

Wedding Decor

www.seragaengland.com

HAIR & MAKEUP

Hairdressing by Jane

Hair by Jarvia

CONTACT

0795 859 0410

0787 234 1689

NOTES

www.hairbyjarvia.co.uk

LOCAL *Suppliers*

FLOWERS

CONTACT

NOTES

House of Flowers

01297 444 743

www.houseofflowerslymeregis.co.uk

CELEBRANT

CONTACT

NOTES

Juliette by the Sea Celebrant

0773 606 2976

www.juliettebytheseacelebrant.co.uk

MUSIC

CONTACT

NOTES

RECEPTION VENUES

CONTACT

NOTES

BRIDAL BOUTIQUES

CONTACT

NOTES

EVENT PLANNER

CONTACT

NOTES