

WEDDING GUIDE

26/27



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



‘THE GUILDHALL WAS JUST RIGHT FOR US AS A WEDDING VENUE! WE KNEW IMMEDIATELY IT HAD SOMETHING UNIQUE TO OFFER. ON THE BIG DAY (WITH A LITTLE HELP FROM SOME FAKE FLOWER GARLANDS) IT TRANSFORMED ITSELF AND RADIATED TRADITION, NOBLENESS, ROMANCE, AND COZINESS. IT REFLECTED OUR PERSONALITIES PERFECTLY AND WE COULDN’T THINK OF ANYWHERE BETTER TO SAY OUR VOWS! I THINK BACK TO THE CEREMONY AND AM IN AWE OF WHAT SUCH A SMALL BUILDING COULD ACHIEVE!’

REBECCA & JONATHON SUTTON
MARRIED AT THE GUILDHALL ON 24TH
JUNE 2023

Photo: www.katherinenewmanphotography.com



WEDDING

VENUE

History



Image: www.hollyhockphotography.co.uk

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: www.katherinenewmanphotography.com



HIRE CHARGES

25/26

MON - FRI	£450
SAT - SUN	£550
9AM-12PM	
12PM - 3PM	
3PM - 6PM	

26/27

MON - FRI	£475
SAT - SUN	£575
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 AT TIME OF BOOKING.



Photo: www.katherinenewmanphotography.com

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.
- There are 30 chairs available for seating. The additional seating will be made up with benches already inside The Guildhall.
- If you do require use of the lift, we can accommodate 65 guests only (due to fire regulations).
- A lift to the main chamber from the car park is available, as well as a disabled toilet.
- 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 decorations prior to the ceremony if arrangements are made with us in advance, or take advantage of one of our décor packages (please see page 8).
- 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 to 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 depending on the day. 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 is non-refundable.

HAVE A LOOK AT OUR
ADDITIONAL DECOR
OPTIONS ON PAGE 8!

Image: www.hollyhockphotography.co.uk



‘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

📍 St. Michael's Business Centre, Lyme Regis Dorset DT7 3DB

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 2027



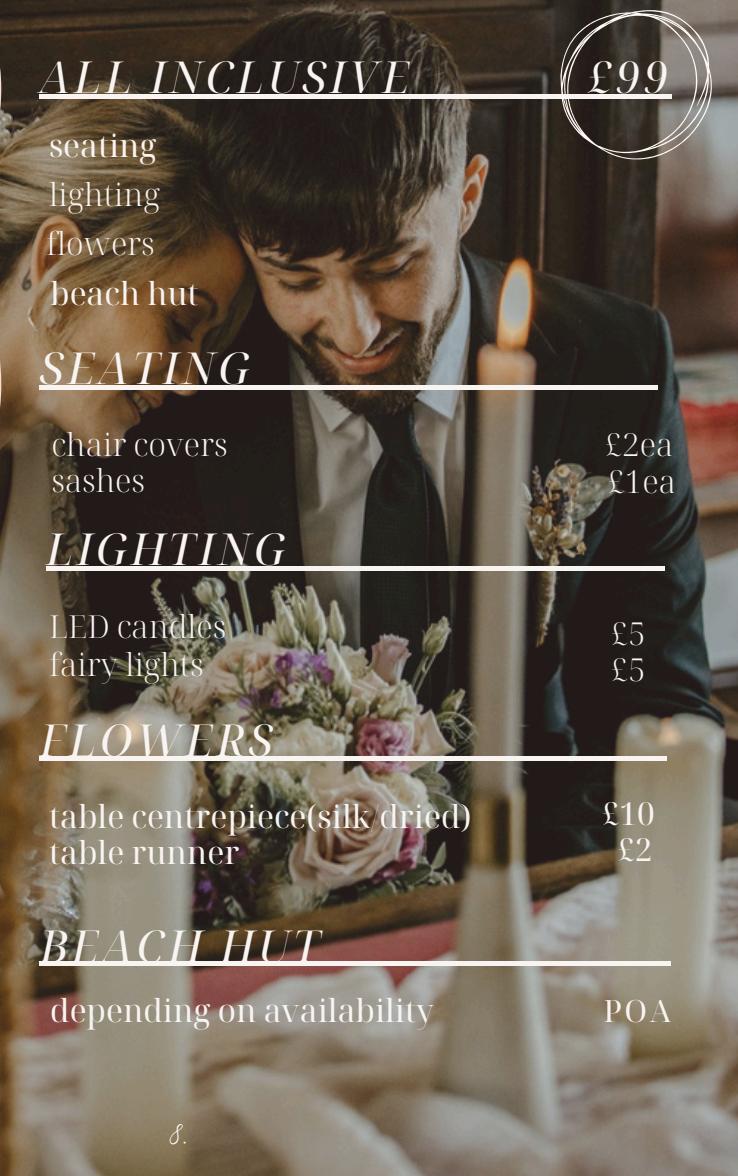
@lymeregisguildhall
#igotmarriedattheguildhall



We've put together a menu of additional items available for hire individually or as a package, to save you the hassle of sourcing décor yourself.

Pick and choose from the menu below or select our all inclusive option which gives you everything at a heavily discounted rate!

ALL INCLUSIVE



£99

seating
lighting
flowers
beach hut

SEATING

chair covers
sashes

£2ea
£1ea

LIGHTING

LED candles
fairy lights

£5
£5

FLOWERS

table centrepiece(silk/dried)
table runner

£10
£2

BEACH HUT

depending on availability

POA

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

3 MONTHS BEFORE

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

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

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
01297 642 011
www.causleycabs.co.uk

Jurassic Properties
www.jurassicproperties.com

PHOTOGRAPHERS

Max Trafford Photographer
maxtraffordphotography@gmail.com

Katherine Newman Photography
info@katherinenewmanphotography.com
10% off all packages

Suzie McFadzean Photography
mrsmacspics@gmail.com
10% off Silver Package

CAKES & CATERING

Beautifully Baked by Charlene
0775 974 6066
10% off for 'Guildhall' clients

The Rolling Barrel
www.therollingbarrelbar.co.uk
20% off prices on website

Beach & Badger
www.beachandbadger.co.uk

VIDEOGRAPHER

Ryan Halsey
ryan_halsey@hotmail.com

ACCESSORIES

Jewellery by Lucy Campbell
www.lucycampbell.net
10% off for 'Guildhall' clients

Seraga Jewellery
0776 397 4569
www.seragaengland.com

Brilliant Bows by Hilary
hilaryfaith10@gmail.com

LOCAL *Suppliers*

CELEBRANT

Juliette by the SeaCelebrant
www.juliettebytheseacelebrant.co.uk
0773 606 2976

HAIR & MAKEUP

Beth DeSanges MUA 0794 416 8981 bdesangesmua@hotmail.com	The Salon Charmouth 01297 560 221 saloncharmouth@gmail.com
Hairdressing by Jane 0795 859 0410	Hair by Jarvia 0787 234 1689 www.hairbyjarvia.co.uk

FLOWERS

House of Flowers www.houseofflowerslymeregis.co.uk	Flower Coast www.flowercoast.co.uk
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RECEPTION VENUES

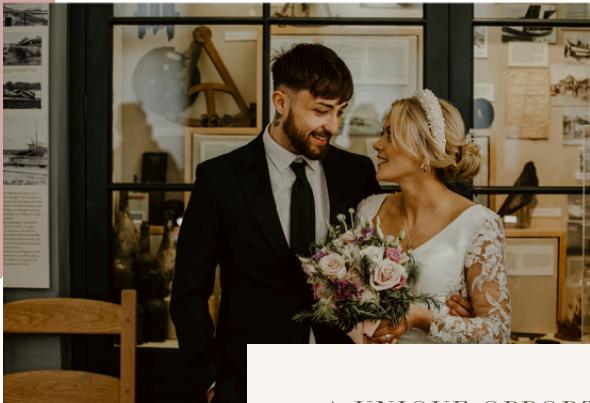
The Lyme Bay Cafe & Bar hello@thelymebay.co.uk 01297 444 700	Marine Theatre director@marinetheatre.com 01297442 394
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MUSIC

Freya Morgan
Classical & Contemporary Singer
freyamorgan31@gmail.com

FANCY HAVING YOUR
PHOTOS INSIDE THE LYME
REGIS MUSEUM?

EXCLUSIVE
TO
GUILDHALL
couples only



Images: www.katherinenewmanphotography.com

A UNIQUE OPPORTUNITY TO
HAVE ONE OF A KIND COUPLE
PORTRAITS TAKEN INSIDE A
HUNDRED YEAR OLD HISTORIC
BUILDING.*

*SPECIFIC TIMES & DATES THROUGHOUT THE YEAR ONLY. PLEASE CONTACT ELEANOR WENTZELL
FOR MORE INFORMATION EWENTZELL@LYMEREGRISMUSEUM.CO.UK

LYME REGIS
TOWN MAYORS

8-1932	
2-1935	
5-1937	
7-1945	
5-1947	
7-1951	
1-1954	
4-1955	
5-1957	
7-1958	
8-1959	
9-1961	
1-1962	
2-1964	
4-1966	
6-1967	
7-1969	
9-1970	
0-1972	
2-1974	



Michaela L. Ell
Sally L. Holme
Ben K. Lovell
Grace L. Ell
Ian Lancoat
Chloe L. Ell
David Sarsom
David Ruffle

‘A 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
REGIS MADE FOR THE MOST
ROMANTIC, WONDERFUL
DAY. THE SUN WAS OUT
TOO, COULDN’T HAVE
WISHED FOR MORE!’

CLAIRE & RICH MORT
MARRIED AT THE GUILDHALL IN
SEPTEMBER 2015

Photo: www.katherinenewmanphotography.com



Lyme Regis
Town Council