

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](http://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](http://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](mailto:registrars@dorsetcouncil.gov.uk)

📍 County Hall Colliton Park  
Dorchester Dorset DT1 1XJ

## LYME REGIS TOWN COUNCIL

📞 01297 445 175

✉️ [enquiries@lymeregistowncouncil.gov.uk](mailto: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](mailto:enquiries@lymeregistowncouncil.gov.uk)

We are currently taking bookings up to 31st March 2027



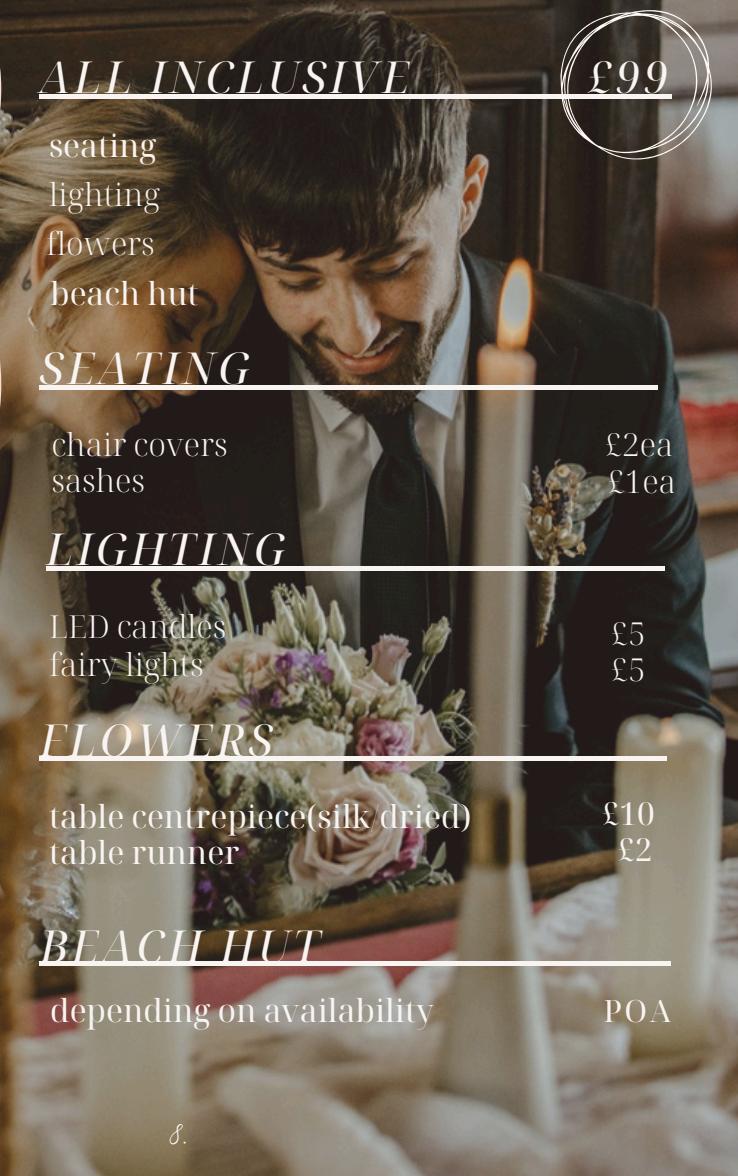
@lymeregisguildhall  
#igotmarriedattheguildhall



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](http://www.causleycabs.co.uk)

Jurassic Properties  
[www.jurassicproperties.com](http://www.jurassicproperties.com)

### PHOTOGRAPHERS

Max Trafford Photographer  
[maxtraffordphotography@gmail.com](mailto:maxtraffordphotography@gmail.com)

Katherine Newman Photography  
[info@katherinenewmanphotography.com](mailto:info@katherinenewmanphotography.com)  
10% off all packages

Suzie McFadzean Photography  
[mrsmacspics@gmail.com](mailto: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](http://www.therollingbarrelbar.co.uk)  
20% off prices on website

MacLaren Cakes  
[zoe@maclarencakes.co.uk](mailto:zoe@maclarencakes.co.uk)

### VIDEOGRAPHER

Ryan Halsey  
[info.halseymedia@gmail.com](mailto:info.halseymedia@gmail.com)  
[www.halseymedia.co.uk](http://www.halseymedia.co.uk)

### ACCESSORIES

Jewellery by Lucy Campbell  
[www.lucycampbell.net](http://www.lucycampbell.net)  
10% off for 'Guildhall' clients

Seraga Jewellery  
0776 397 4569  
[www.seragaengland.com](http://www.seragaengland.com)

Brilliant Bows by Hilary  
[hilaryfaith10@gmail.com](mailto:hilaryfaith10@gmail.com)

# LOCAL *Suppliers*

## CELEBRANT

Juliette by the SeaCelebrant  
[www.juliettebytheseacelebrant.co.uk](http://www.juliettebytheseacelebrant.co.uk)  
0773 606 2976

## HAIR & MAKEUP

Beth DeSanges MUA 0794 416 8981 <a href="mailto:bdesangesmua@hotmail.com">bdesangesmua@hotmail.com</a>	Finishing Touch Hair 01297 445323 <a href="http://www.finishing-touch.net">www.finishing-touch.net</a>	The Salon Charmouth 01297 560 221 <a href="mailto:saloncharmouth@gmail.com">saloncharmouth@gmail.com</a>
Hairdressing by Jane 0795 859 0410	Hair by Jarvia 0787 234 1689 <a href="http://www.hairbyjarvia.co.uk">www.hairbyjarvia.co.uk</a>	

## FLOWERS

House of Flowers <a href="http://www.houseofflowerslymeregis.co.uk">www.houseofflowerslymeregis.co.uk</a>	Flower Coast <a href="http://www.flowercoast.co.uk">www.flowercoast.co.uk</a>
--	--

Meadowsweet  
[meadowsweet.flowers@icloud.com](mailto:meadowsweet.flowers@icloud.com)

## RECEPTION VENUES

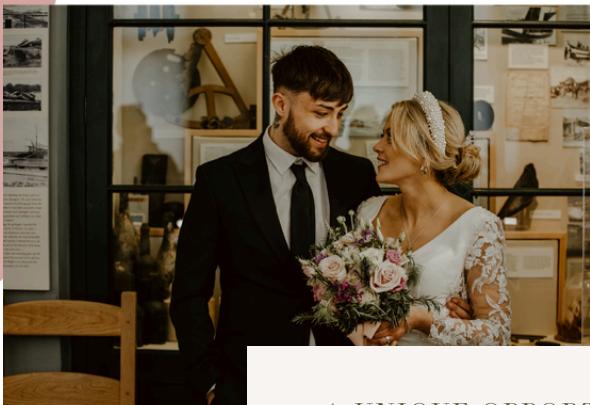
The Lyme Bay Cafe & Bar <a href="mailto:hello@thelymebay.co.uk">hello@thelymebay.co.uk</a> 01297 444 700	Marine Theatre <a href="mailto:director@marinetheatre.com">director@marinetheatre.com</a> 01297442 394
--	--

## MUSIC

Freya Morgan  
Classical & Contemporary Singer  
[freyamorgan31@gmail.com](mailto:freyamorgan31@gmail.com)

FANCY HAVING YOUR  
PHOTOS INSIDE THE LYME  
REGIS MUSEUM?

EXCLUSIVE  
TO  
GUILDHALL  
*couples only*



Images: [www.katherinenewmanphotography.com](http://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](mailto: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	



LYME	TOWN
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](http://www.katherinenewmanphotography.com)





**Lyme Regis**  
Town Council