

WEDDINGS

AT BARNSTAPLE GUILDHALL





Welcome

We wish to extend you a warm welcome to the magnificent grade II listed Barnstaple Guildhall.

Every wedding has a unique and special story and we will endeavour to help make your wedding day special.

We look forward to helping you create a wonderful event.



HISTORY OF BARNSTAPLE GUILDHALL

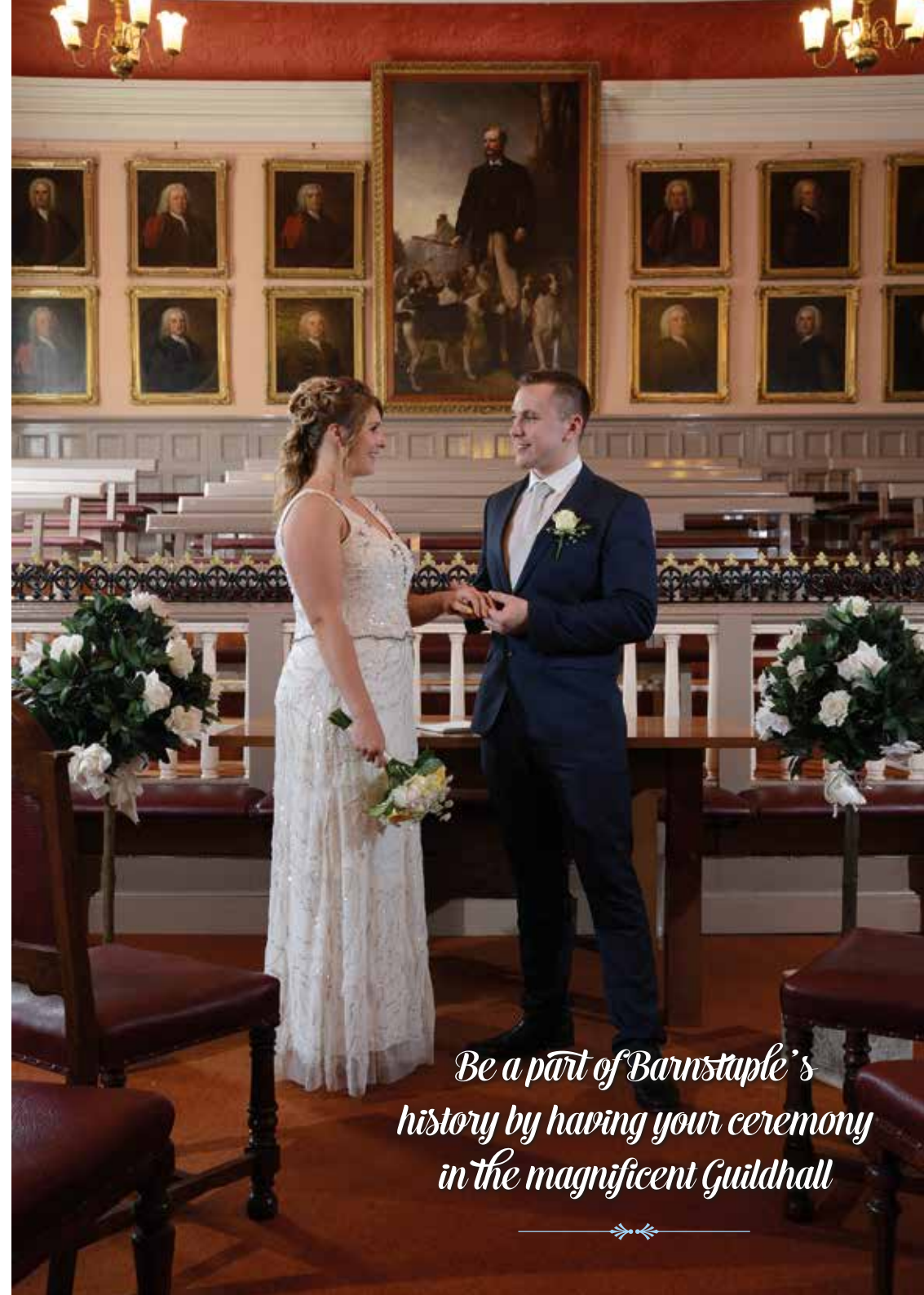
This grade II listed building was built in 1826, originally as court rooms and used as such until the 1960's. Designed by an architect named Thomas Lee (1794-1834) who was educated at Barnstaple Grammar School and left to train at Sir John Sloanes office in 1810. His works include Wellington monument, Arlington Court and Eggesford House as well as many churches in Devon. His memorial tablet is set into the wall at St Annes Arts and Community Centre.



THE GUILDHALL

The Guildhall is situated in the centre of town, on the corner of the High Street and Butchers Row, and is adjacent to the Pannier Market. Vehicle access is limited but there is ample car parking nearby.

Seating can be arranged for an intimate ceremony in the centre of the chamber, or if the number of guests exceeds thirty, they can be seated in the rear and side galleries.



*Be a part of Barnstaple's
history by having your ceremony
in the magnificent Guildhall*





THE MAIN CHAMBER

The Main Chamber provides a memorable setting for your special day. Previously the town's court room, the Main Chamber is now the scene for many of the town's most important events, including Mayor Making and the annual Barnstaple Fair Proclamation Ceremony. Recently restored portraits of mayors and other dignitaries from days gone by cover the walls, while above the main bench are portraits of Barnstaple's great benefactor William Rock, and the Barnstaple born poet and playwright John Gay.

For your wedding day the chamber can accommodate up to 140 people.



NEXT STEPS

We understand that choosing your wedding venue is a very important decision, so we encourage you to get in touch on **01271 373311** or email admin@barnstapletowncouncil.co.uk to book a viewing of our beautiful Guildhall.

Viewings and bookings for the Guildhall are accepted throughout the year.

Once you have decided on a date for your special day and you have confirmed the venue, please contact **North Devon Registration Office** on **0345 1551002** to confirm that they are available to conduct your ceremony and you have given the required notice. Visit www.devon.gov.uk for further details.



GUILDHALL CONDITIONS OF HIRE FOR WEDDINGS

GENERAL

1. The Guildhall is an historic Grade II* Listed Building in the centre of Barnstaple, adjacent to the Pannier Market. Vehicle access is limited and the nearest car parks are at the Cattle Market and Queen Street. Please note vehicle access to the Guildhall is restricted by road closure orders at certain times. You will need to consult Devon County Council to gain permission to park outside the Guildhall. Barnstaple Town Council will take no responsibility for any parking issues.
2. The Council Chamber on the first floor is licensed for weddings and civil ceremonies, with a maximum of 140 people attending.
3. At least two member of the Town Council's staff will be on the premises during the ceremony.
4. Due to the historic nature of the building, no materials, floral displays or any other decorations may be fixed to any part of the building, internal or external, including furniture, walls and seating areas.
5. For the same reason, confetti of any description is not permitted on the premises.

BOOKINGS

6. All bookings for ceremonies at the Guildhall must be made through Administration, either telephone 01271 373311 or email admin@barnstapletowncouncil.co.uk
7. A deposit is required at the time of booking. This deposit is non-refundable. Credit or debit cards are accepted or make cheques payable to Barnstaple Town Council.
8. The total hire fee must be paid in full at least one calendar month before the confirmed date. Cancellations within one calendar month of the confirmed date will be charged in full.
9. Access to the Guildhall prior to the confirmed date and time can be agreed with Admin in advance, there may be an additional charge for more than one visit.
10. A meeting at least one week prior to the wedding will need to be arranged to confirm music choices, they will need to be delivered to the office on a CD.
11. Staff roles on the day will be:
 - To open and close the building
 - To work with the registrar
 - To operate the PA system
 - To operate the lift and direct the guests to the main chamber

Please be aware that staff are not there to organise the guests nor usher guests to their seats.
12. Staff will be at the venue 45mins prior to the ceremony.
13. The hirer undertakes to indemnify the Town Council against any damage caused to the building as a result of the hire.



BARNSTAPLE
TOWN COUNCIL

WITH THANKS TO

