

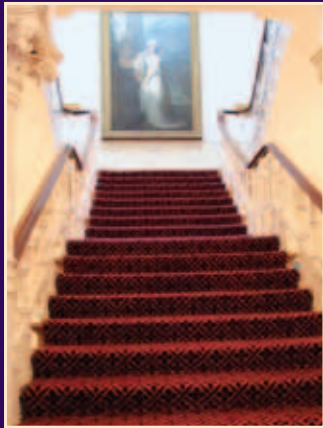
WEDDINGS  
*at the Guildhall*



# *Welcome to the Guildhall*

*We are thrilled you are considering The Guildhall in Grantham as your wedding venue.*

*The Guildhall is a unique Victorian, Grade II-listed building situated on St Peter's Hill Green right in the civic heart of the town. Its central location and impressive clock tower – an iconic landmark in the town - make it easy to get to and easy to find.*



Formerly the town's sessions' hall, the Guildhall has a grand entrance with a sweeping staircase leading up to the ballroom making it a perfect setting for your ceremony, reception and party.

Our aim is to give you a flexible, personal experience enabling you to choose a combination of rooms and facilities to suit your needs with our helpful team ready to offer advice on room layout, seating plans and general arrangements.

We hope this pack tells you everything you need to know about booking your special day with us but if there's anything else - don't hesitate to ask.

Yours truly,

*The Guildhall Team*



# Photo Opportunities

The Guildhall's Victorian grandeur is the perfect backdrop for your wedding photos. Popular choices include:

The Main Entrance / Front Steps

The Main Staircase

The Courtyard Garden (weekends only)



## ENTERTAINMENT

The ballroom has a 12ft x 8ft stage area suitable for DJs, a small band and other forms of entertainment. Ask our team or visit our website for a list of suppliers.

Equipment available for hire from the Guildhall includes a vocal PA system, LED up-lighters and the use of a tuned piano or organ for your ceremony.

## ROOM DECORATION

At the Guildhall, we are able to hire the space alone or in a package that includes the ceremony room decoration. Examples of our rooms set up can be seen during your personal appointment.

# Civil Ceremonies



## THE BALLROOM

If you want to make an impression on your big day - look no further than the Guildhall's fabulous Ballroom.

This grand, versatile room has a sprung dance floor, licensed bar and professional catering kitchen which can be hired out for use by certified caterers.

The ballroom room can accommodate a variety of layouts for your reception and party, depending on numbers.

**This room is available for:**  
Ceremony, Reception & Party  
(9.30am to midnight - Ceremony,  
Reception & Party)

**Ceremony Only**  
(Use of room for 2 hours)

**Reception & Party Only**  
(9.30am to midnight)

**Party Only**  
(6.00pm to midnight)



## AT A GLANCE...

First Floor Room with Lift Access

Room Size: 30ft by 60ft

Capacity: 180 ceremony guests, 120  
seated for reception, 180 for evening  
party

Weekend bookings include use of the  
Courtyard Garden

# Civil Ceremonies



## THE NEWTON ROOM

The Newton Room is a beautifully lit, contemporary space which lends itself perfectly to a more intimate ceremony. If you choose to have your ceremony here, you and your guests can then move on to the ballroom for your reception and party.

### **This room is available for:**

Ceremony Only  
(Use of room for 2 hours)

### AT A GLANCE...

Ground Floor Room

Room Size: 29ft (at widest point) x  
36ft (at longest)

Capacity: 70 ceremony guests

Weekend bookings include use of the  
Courtyard Garden

# Reception Food

## BAR FACILITIES

*When booking a reception or party at The Guildhall, the provision of a licensed bar is included in the hire rate and available until 11.00pm.*



## In-house Catering with Guildhall Coffee Shop

The reception drink, wedding breakfast and evening can be provided in-house by our franchise Guildhall Coffee Shop. Where possible, owner David Eddisford prepares all his food from locally - and ethically - sourced ingredients and ensures all his coffees are Rainforest Alliance. He is more than happy to discuss any special requests and dietary requirements.

To discuss your requirements, pop into the Guildhall or contact David Tel: 01476 575757 / [guildhallcoffeeshop@live.co.uk](mailto:guildhallcoffeeshop@live.co.uk)

## Outside Catering

Alternatively, you can hire the function kitchen and bring in a certified caterer of your choice.

# Important Information



## CONTACT REGISTRAR

As with all licensed venues, you will need to contact The Lincolnshire Registration Office to give notification of marriage and arrange for a registrar to perform your ceremony, for which they will charge a separate fee.

Address: Lincolnshire County Council, 4  
Lindum Road, Lincoln, LN2 1NN

Tel: 01522 782244

Email: [regist@lincolnshire.gov.uk](mailto:regist@lincolnshire.gov.uk)



## THE GUILDHALL – A PUBLIC BUILDING

The Guildhall is a public building which houses an arts centre, theatre and coffee shop and also has rooms available for hire.

Opening hours are 9.30am to 4.30pm Monday to Friday and 9.30am to 2.00pm on Saturdays. If you choose to have your ceremony and / or reception during these times, please be aware that the building is open to the general public.

Weekdays and Saturdays also include some evening opening for theatre shows, clubs and workshops.



## COURTYARD GARDEN

The Courtyard Garden is a pretty space enclosed by the Guildhall, Museum and Council Offices.

This space is available for use by wedding parties and guests for photos, reception drinks and buffets on Saturdays and Sundays.

*We would like to thank Ling Wong Photography, Everything But The Dress and Mr & Mrs Peatman.  
Nigel Truman – Beautiful Background Guitar*

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Guildhall Arts Centre, St Peter's Hill Grantham, NG31 6PZ | 01476 406158 | [www.guilhallartscentre.com](http://www.guilhallartscentre.com)

