

WEDDINGS AT ST IVES GUILDHALL



St Ives Town Council

2023/2024 PRICES

MAYOR'S PARLOUR PACKAGE

ELOPEMENTS & INTIMATE WEDDINGS

Package for up to 6 guests (Including the couple)	£355
Additional guests up to a total of 12 (including the couple)	£10 pp

INCLUDED IN THE PACKAGE:

- Use of the Mayor's Parlour for 2 Hours.
- A floral arrangement for the registrar's table.
- Use of the balcony for photos.
- 4 hours admin time including phone calls and emails.
- Post ceremony drink per person from list of options.
- Choice of 3 chair options.
- Use of Bluetooth speaker for ceremony music.
- List of our favourite suppliers.

THE UPPER ROOMS

CEREMONY ONLY

Balcony/Committee Room (Capacity: 20)
Chamber (Capacity: 60)

Up to 20 Guests Choice of Balcony Room OR Chamber	£415
Additional guests up to a total of 60 (Chamber only)	£5 pp

INCLUDED IN THE PRICE:

- Use of your chosen room for 2 Hours.
- A floral arrangement for the registrar's table.
- Use of the balcony for photos.
- 4 hours admin time including phone calls and emails.
- Choice of 2 chair options.
- Use of Bluetooth speaker for ceremony music.
- List of our favourite suppliers.

CEREMONY WITH OUTSIDE CATERING (Drinks &/Or Reception)

4 Hours use of Balcony Room <i>AND</i> Chamber for up to 30 Guests	£745
--	------

INCLUDED IN THE PRICE:

All extras included with *Ceremony Only*, plus:

- Clearing and cleaning
- Use of crockery, cutlery and glassware
- Use of tables and tablecloths

Option for catering is available to those taking both rooms. Holding the ceremony in one and food in the other. This can either be sit down or buffet style. With caterer required to sign contract including Hygiene certificates/kitchen visit/serving & cleaning agreement

THE ISLAND CHAPEL

FOR NON LEGAL BLESSINGS, BABY NAMING AND RENEWALS

Standard hire for up to 15 guests	£500
Additional hours available	£250 each

INCLUDED IN THE PRICE:

- Use of the Chapel for 2 Hours
- 4 hours admin time including phone calls and emails.
- List of our favourite suppliers.
- Freedom to choose own Celebrant and advice on those available locally.

We are happy to provide Local Celebrant details on request



St Ives Town Council

2023/2024 PRICES

DRINKS PACKAGES & EXTRAS

DRINKS FOR POST CEREMONY TOAST

Glass of prosecco or soft drink following the Ceremony
£30 a bottle (to serve 6) or 7.50 ind.

DRINKS FOR UPPER ROOM RECEPTIONS

Bespoke drinks selection from The Guildhall Bar chosen by the couple
Cost of drinks plus £60 for prep and clear up.

Additional drinks available through arrangement with the bar
(staffing charges apply)

Charge for drinks provided by the couple

- Corkage (including ice/ice buckets)
- £40 for 2 prep and clear up.
- Charge for staff member to serve drinks £20 per hour

ADDITIONAL EXTRAS

Various floral options: Details available on request

Early set up fee (prior to the day subject to availability) £60

Witnesses £20 each

BOOKING YOUR CEREMONY

Please note: We are a Registered Venue rather than a Registry Office. Couples will also need to book Registrars to attend their ceremony with the local Registration Team.

If decide you would like you would like to go ahead, we can pencil in your preferred date and hold it for 7 days.

Following that you will need to speak with the Registration Team to give notice locally *and* book your Cornish Registrars They require at least 4 weeks' notice before the date of your wedding.

When they are confirmed, we will send you our provisional booking form to be completed and returned. Once we have your form our finance department will issue an invoice (50% deposit and balance due 2 months before your booking). Finally, we will send you our Hire Agreement containing our terms. Once this is signed, your big day will officially be booked!

At this point we are here if you have any questions and will contact you about a month before hand to run through details and finalise your plans.

If there is anything you 'd like to ask before you make your booking, please get in touch.. We're here to help!

📞 01736 797840 ✉️ wedding@stives-tc.gov.uk

📘 @WeddingsatStIvesGuildhall

📷 @weddingsatstivesguildhall



Verity Westcott Photography