

Dublin City Hall

Civil Partnership Ceremonies

Dublin City Council is delighted to announce that the Rotunda, City Hall is available for the solemnisation of Civil Partnership Ceremonies. This spectacular Georgian neo-classical building could be the perfect exclusive and elegant venue for your partnership ceremony.

To ensure that your ceremony runs as smoothly as possible please refer to the guidelines below.

Registrar's Office Regulations

It is important to note that only a couple wishing to book City Hall may apply for registration of the venue for the solemnisation of civil partnerships. Application must be made in writing on the appropriate form to the Registrar at the address below. Approval is granted for each individual ceremony only.

Civil Registration Service, Eastern Registration Area, Joyce House, 8-11 Lombard Street East, Dublin 2

Tel: 01-8638200

Opening Hours: 9.30-4.30 Monday- Friday excl. Bank Holidays

Couples must liaise directly to the Registrar's Office about the availability of a Registrar at the earliest possible date. Please contact the local Registrar's Office, see above.

For full details of the procedure for venue approval please refer to "Civil Registration Service, Arrangements for the Approval of Venues" published by the HSE and available from the local Registrar's Office.

Any arrangements between the couple and Health Service Executive or Registrar-General and their offices will be regarded as a private arrangement. City Hall, Dublin City Council or any of their staff will have no involvement in any such arrangements and will have no function in the resolution of any dispute concerning such arrangements.

City Hall – Venue Information

Capacity and Accessibility

The Rotunda can comfortably accommodate up to 200 guests seated theatre-style, but can be laid out to feel full with far less.

In accordance with Section 59 E of the Civil Registration Act 2004, the Rotunda is open to the public and is fully accessible. As City Hall is a tourist attraction, for the duration of your ceremony our security staff will ask tourists to use the East door on the ground floor, though all doors will remain open.

Charges for the Venue

The charge for holding a civil ceremony in City Hall is €726 (€590.24 net plus €135.76 vat at 23%). A booking fee of €302.50 (€245.93 net plus €56.57 vat at 23%) must accompany the booking form and the remainder €423.50 (€344.31 net plus €79.19 vat at 23%) must be received 28 days in advance of the intended date of marriage. This includes the services outlined below only.

What will City Hall provide?

Our staff will work closely with each couple to ensure that their ceremony is personal and special to them.

Services included in our charge are:

- In accordance with the Registrar's requirements, a member of City Hall staff will act as the **Responsible Person**, and be on hand before, during and after the ceremony. The couple will be notified who this person will be well before the ceremony day. This person will be the couples' direct contact with City Hall for all arrangements for the Ceremony, e.g. Registrar, musicians, flowers.
- Provide and set-up 8 antique-style chairs and antique-style table for the wedding party & Registrar.
- Provide and set-up 25 Chairs for guests (blue, folding). More seating or different style seating can be arranged for an additional fee.
- Provide and set-up a public address system. This PA system can play CDs and I Pods.
- Coat rails if required.
- 5 trestle-tables dressed in blue linen.
- Suitable notices will be displayed at the main entrance on the day.
- A separate private room will be available to the Registrar for one hour prior and one half-hour following the ceremony if needed.
- The Rotunda will be available to the couple and their guests for one hour before the ceremony.

The Rotunda will be laid out by our staff, theatre style, prior to your guests' arrival. If you have special set-up requirements you will need to clear those with your contact person beforehand and these will be your responsibility to organise.

Additional charges will be incurred if a couple have requirements beyond these standard requirements.

Contact Person on the Day

On the day of their ceremony, couples will be fully occupied so City Hall would ask couples to nominate a person, other than themselves, who can resolve any small issues that may arise on the day. We would ask you to let the **Responsible Person** know this person's name and mobile number at least 5 days before the ceremony day.

Dressing the Venue

Couples must discuss any plans to decorate the venue with the Responsible Person.

- Generally flower-arrangements are allowed.
- No balloons or similar decorations are permitted.
- The use of masking tape is strictly prohibited.
- Nothing may be stuck to the floor or walls with tape or blu-tack or any similar substance.
- **All equipment must be lifted (unless on rubber wheels) and NOT dragged on the Rotunda floor.**

City Hall is an important historic structure and it is important that the building is protected and maintained for future generations to enjoy. Please ensure you and anyone working on your behalf behave in such a way as to cause no damage to the building. **The couple will be liable for the cost of repairing any damage caused at the ceremony.**

Booking Form

Partner 1	
Partner 2	
CONTACT ADDRESS	
Daytime Contact Number	
Mobile Number	
Date of Ceremony	
Time of Ceremony	
Number Attending	
REQUIREMENTS - Please tick Services required	25 Guest Chairs <input type="checkbox"/> PA System <input type="checkbox"/> Antique Table and Chairs <input type="checkbox"/> Coat Rails <input type="checkbox"/>
Additional Venue Dressing	Yes/No
Live Musicians	Yes/No
Additional Seating Required	Yes/No
Other Relevant Details	
Contact Person On the Day	
Mobile Number of Contact Person	

I have read and understood the attached guidelines and agree to be bound by them. I understand that City Hall is responsible for the hire of the Rotunda and all arrangements with the Registrar are between themselves and the couple.

Signed _____ Date _____

PARTNER 1

Signed _____ Date _____

PARTNER 2