



# Dublin City Hall Wedding Ceremony Guidelines

Dublin City Hall  
Dame Street  
Dublin 2

T: 01 222-2918  
E:  
[cityhall@dublincity.ie](mailto:cityhall@dublincity.ie)  
W: [www.dublincity.ie](http://www.dublincity.ie)

## HSE Contact Details:

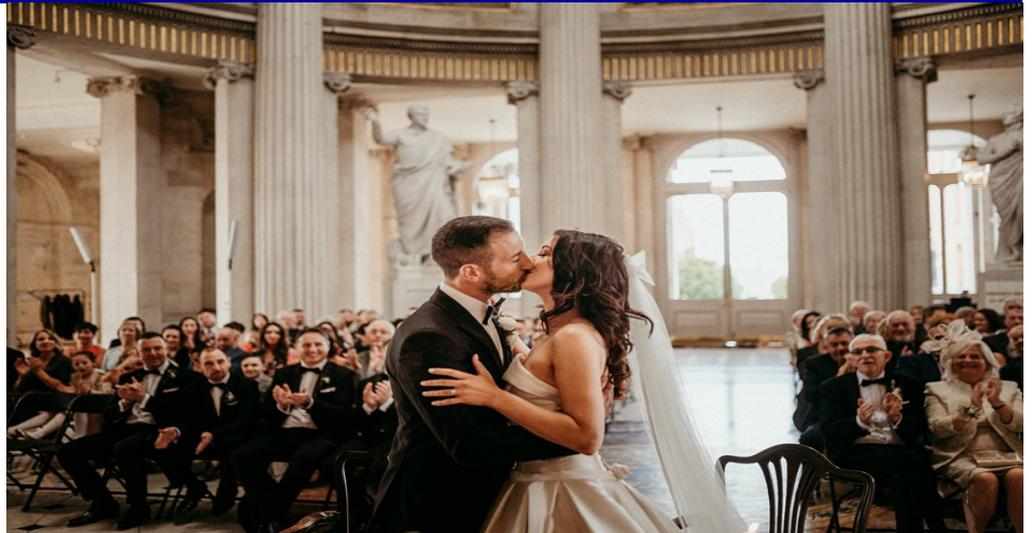
T: 01 863-8200  
W: [www.hse.ie](http://www.hse.ie)

## Address:

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

## Registration Checklist:

- ◆ Provisional date booked
- ◆ Booking form signed
- ◆ Contact HSE
- ◆ Arrange solemniser
- ◆ Deposit of €550
- ◆ Balance of €700



## How to register your intention of marriage

Thank you for choosing Dublin City Hall for your wedding ceremony and we are delighted to be part of the exciting journey towards your very special day.

### Registering Your Wedding

Regardless of whether you choose a civil, secular or religious ceremony, all prospective wedding couples must contact the HSE to give notice of their intention to marry at least three months before their wedding date. Once notice is given, you then decide on the type of ceremony you prefer i.e. civil, secular or religious. Civil ceremonies are performed Monday-Friday, usually at 3.30pm by a HSE Registrar

and other/secular ceremonies are performed Monday-Saturday, starting from either 1pm or 2pm by a registered solemniser.

### Booking Your Ceremony

After registering your intent to marry with the HSE, the HSE will appoint a civil registrar to perform your ceremony if you decide on a civil ceremony. If however you prefer a secular or religious ceremony, in addition to contacting the HSE, you will also need to contact the Association of your choice to arrange for a registered solemniser listed on the HSE website to perform your ceremony. All ceremonies are required to be legally binding. City Hall

will hold your chosen date provisionally for two weeks while you organise a civil registrar or legal solemniser of your choice and your reception venue. We offer an optional drinks reception but not a full evening reception. Upon request, we supply you with a list of caterers who have catered previously at City Hall drinks receptions, and a list of nearby venues you might like to use for your main reception.

### Confirming your Ceremony

The cost of hiring City Hall for a wedding ceremony is €1,250 and is payable in two parts. The non-refundable deposit of €550 secures your date. The balance of €700 is payable up to 6-8 weeks before your ceremony.

## The Finer Details

In choosing City Hall you get style without compromise! The spacious Rotunda room and its exquisitely ornate domed ceiling creates an elegant space in which to enjoy your special day with friends and family. Whether big or small and intimate, timeless breathtaking architecture is the perfect back-drop for your wedding.

### City Hall Will Provide

- ◆ You have the venue for three hours, one hour

before your ceremony to set up and two hours for your ceremony and photos/optional drinks reception.

- ◆ PA system - iPod music only & readings
- ◆ An Antique table and chairs for both of you and your celebrant
- ◆ 180 City Hall gold Chiavari guest chairs
- ◆ Coat rails

- ◆ A City Hall staff member present throughout to ensure everything runs smoothly
- ◆ An escort for the arrival of the wedding couple/bride/partner
- ◆ Security guards on each door



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

"There is only one happiness in this life, to love and be loved."  
—George Sand

"Being deeply loved by someone gives you strength, while loving someone deeply gives you courage."  
—Lao Tzu

"Where there is love there is life."  
—Mahatma Gandhi

## Venue Dressing

Every couple dreams of that extra special venue in which to celebrate their wedding day. Complete with your favourite flowers, candles, elegant aisle markers and most importantly, your own personal touch, this magnificent venue is instantly transformed into a space that is uniquely meaningful to you. From the moment you step through the doors of this stunning 18th century building, into the impressive Rotunda entrance hall, you cannot help but be in awe of the sheer splendor of the magnificent surroundings and become part of the history of this timeless building. In the interest of preserving City Hall, here are a few dos and don'ts for dressing it to create your ideal day.



### Do:

- ◆ Encase candles in lanterns with lids, on the floor
- ◆ Keep all beverages in the Rotunda, the stairs can be so slippery!
- ◆ Hang pretty aisle markers
- ◆ Prepare a unique display table with personal items for your booklets
- ◆ Decorate the ceremony table with flowers and candles

- ◆ Dress the ceremony chairs with flowers and ribbons
- ◆ Ensure all equipment is lifted across the floor or pulled if on rubber wheels, to avoid damaging the floor
- ◆ Check out our Pinterest and Instagram accounts for inspiration
- ◆ Pets are permitted once under control.

### Don't:

- ◆ Bring balloons or inflatable decorations
- ◆ Throw confetti, loose petals or rice as it can't be removed from the marble tiles
- ◆ Use masking or duct tape/ blu tac/ sellotape

## The Options

### Chairs

City Hall provide an oak antique table and chairs for you both and your solemniser. We also provide 180 gold Chiavari chairs for your guests. You have the option of hiring chairs but if you do, we request you arrange collection of the chairs within an hour of your ceremony ending. We will supply you with a list of chair hire companies upon request.

City Hall Gold Chiavari Chair

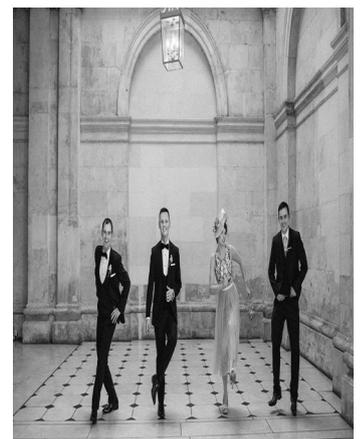


### Music

Music is a meaningful way of creating memories and, from soft acoustic sets to elegant string quartets, the acoustics in City Hall are perfect. Your live musicians will play your favourite music as you make your way up the aisle or alternatively you can create a playlist on an iPod that we link to our PA system. If you wish to have a piano brought in to City Hall, please ensure that it is on rubber wheels, so that it can easily be moved into position. Live musicians must bring their own microphones and equipment. There is no need for amplification equipment due to the quality of the acoustics.

### Photography

You will have time to arrange for photos after your ceremony and we are happy to show you the best spots. Remember that photos are like memories of precious moments captured at points in time and what better place to capture these moments than City Hall.





## The Canapé and Drinks Reception

### Canapé and Drinks Reception

A Canapé and Drinks Reception option is available to have after your ceremony. Your guests will make their way to the east wing of the Rotunda to mingle and chat over canapés and a glass of prosecco.

A list of caterers who catered previously at Dublin City Hall can be provided upon request. Caterers must submit Public Liability Insurance for at least three weeks in advance, indemnifying Dublin City Council for €6.5 million. Failure to produce this document will result in your reception being cancelled. No further arrangements will be made until this document has been received.

## Catering Guidelines

### Service Details:

Please give the following guidelines to your caterer before your wedding even if they have used City Hall previously:

- ◆ Cooking is not permitted on site but food can be reheated on the premises. **Gas cylinders are not permitted.**
- ◆ Please ensure that contractors working on your behalf do not cause any damage to the building. To this end, please ensure that contractors adhere to the guidelines set out in this brochure.
- ◆ Dublin City Council electricians' directions must be followed.
- ◆ Please inform City Hall staff what wattage is required and whether a single or three-phase is needed.
- ◆ Caterers are required to provide adequate covers for food and drinks as food and drinks are not to be consumed one hour before or during the ceremony.
- ◆ Deliveries are accepted by prior arrangement only, but City Hall accepts no responsibility for them.
- ◆ Caterers must provide their own tables, tablecloths and floor mats with a rubber base. Floor mats should be placed in the food/drink preparation area and both in front of, and behind, the bar/serving tables to protect the delicate floor.
- ◆ Alcohol (with the exception of draught beer) can be served.
- ◆ Floating bar staff must be provided to collect glasses and bottles during the reception. Spillages must be cleaned up immediately with a damp cloth. The use of cleaning agents or abrasives are not permitted on the floor.

### Insurance for Caterers

Caterers must provide their own employer and public liability insurance before the wedding.

This insurance includes;

- **Employer's Liability:** Not less than €13 million
- **Public/Product Liability:** Not less than €6.5 million

### Most Importantly

Dublin City Council must be *specifically indemnified* for both employer's and public liability on all insurance policies.

The insurance must be on the insurance company's headed paper, the period of cover and policy number stated. The catering cannot go ahead without the required insurance in place.



### Catering Checklist:

- ◆ Caterers are briefed on the guidelines
- ◆ Public Liability Insurance for €6.5 million and employer's Liability Insurance for €13 million, both with specific indemnity to Dublin City Council, submitted
- ◆ Electricians are advised on electrical requirements
- ◆ Rubber backed mats in front of and behind all serving tables
- ◆ No draught beer or pressurized gas containers
- ◆ No food or beverages visible for an hour before or during the wedding ceremony.
- ◆ Floating bar staff are available to clean spillages and remove glasses /bottles and rubbish

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### Photographers

David Wall, Donna Rave, Elaine Barker, Elisha Clarke, Eva Power, Ewa Figaszewska, Kyrstin Healy, Olga Hogan, Pawel Bebenca, Sasson Haviv, Stephen Mac, White Cat, Wild Things, Wojtek Piatek, Kevin McFeely

Dublin City Hall, built between 1769 and 1779 and designed by Thomas Cooley, is a magnificent example of the Georgian architecture for which Dublin is world-renowned. The stone work is by the English stonemason, Simon Vierpyl and the gilded work by the Dublin stuccadore, Charles Thorp.

Twelve murals depicting historical and legendary scenes of Dublin lie between the impressive columns supporting the ornate gold-leafed dome over the Rotunda room. Originally bare, these twelve panels were painted between 1914 and 1919 by James Ward, a master at the Metropolitan Institute of Art in Dublin at the time. An elegant space for sculpture, statues of Daniel O'Connell, Thomas Drummond, Thomas Davies and Charles Lucas surround the circular 2-inch thick marble floor.

A circular mosaic of the Dublin City Coat of Arms is the focal point of the floor, re-laid in 1898 to a design of the City Architect Charles J. McCarthy. The white marble surrounding it is Portland stone from the Isle of Wight, the light grey-blue coloured marble is Sicilian and the remaining marble is from counties Kilkenny, Galway and Cork.

The spectacular City Hall has a rich historical past from the early days when Dublin merchants used it as a business centre to today where it has many functions as a venue for council meetings, events and wedding ceremonies. We are delighted that on your very special day, you will have the opportunity to become part of the rich history of this beautiful 18th century building.

