



Guidelines for Ceremonies at City Hall

HSE Contact Details:

Phone: 01-8638200

Address:

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

Web: www.hse.ie

Opening Hours:

9.30am-4.30am

Monday to Friday

Secular Ceremony booking details:

www.humanism.ie

Registration Checklist:

- ◆ Provisional Date Booked
- ◆ Booking Form signed
- ◆ Contact HSE
- ◆ Contact a Solemniser
- ◆ Deposit of €550
- ◆ Balance of €700
- ◆ Optional site visit 6 weeks before your ceremony



Brosnan Photography

How to register your intention of marriage.

The Registration Process

All prospective wedding couples should contact the HSE to inform them of their intention of marriage. Once that is done you can decide on the type of Ceremony you'd like to have at City Hall. And that can be a Civil or Secular Ceremony. The HSE require a minimum of three months notice of any union. Civil Ceremonies are performed Monday-Friday and Secular ceremonies are performed Monday-Saturday.

Booking Your Ceremony

Secular marriages are arranged with a registered Secular Solemniser, listed on the Humanist Association of Ireland's website, found in the link in the column to the left, under 'Secular Weddings'. Secular weddings are legally binding. We can provisionally hold a date for two weeks while you organise a Solemniser or registrar and your reception venue. City Hall is unable to accommodate a full evening reception.

Confirming your Ceremony

The cost of getting married at City Hall is €1250.00. The deposit is €550.00 and the balance is €700.00. We will ask you to fill out a booking form specific to City Hall to reserve your booking. We can confirm your ceremony upon receipt of a booking form and your deposit. Your deposit is non-refundable. The balance of your ceremony is due at least 30 days prior to your ceremony.

The Finer Details

The beauty of a City Hall Wedding is that you get to choose the style with out compromise! In Dublin City Hall, we can accommodate up to 200 guests, seated, *Theatre Style* for your wedding ceremony. The spacious Rotunda room and exquisitely ornate domed ceiling create an elegant ambience for guests to enjoy your special day. Amazing architecture will envelop and enhance your wedding day whether you choose an intimate ceremony with your nearest and dearest or be surrounded by lots of family and friends. The Hall is your 'oyster'!

City Hall Will Provide

- ◆ An Antique table and antique chairs for your solemniser and you, the Wedding Couple
- ◆ 1 hour prior to your ceremony to dress the venue.
- ◆ PA system - iPod music only
- ◆ City Hall chairs laid out for guests
- ◆ Coat rails for your guests to hang their coats.
- ◆ Notices at the entrances to City Hall
- ◆ A responsible person on hand before, during and

after your ceremony as per HSE guidelines.

- ◆ An escort for the arrival of the wedding couple/bride/partner
- ◆ An optional hour long drinks reception after your ceremony (**details on page 3**)



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

"It is love that
I am seeking
for,
but of a
beautiful,
unheard-of
kind
that is not in
the world"
~ W.B. Yeats

Chair Hire:

Chivari Chairs
<http://chiavarichairs.ie/>

Mobile: 087 345-9746

email:
hello@chivarichairs.ie

facebook:
[chairsweddings](#)

Wow Weddings
www.wow-weddings.ie

Mobile: 087 1350885

Email: jonathan@wow-weddings.ie

Budget Event Hire:

Web:
www.budgeteventhire.ie
Telephone: 01-2897000
Email:
info@budgeteventhire.ie

Venue Dressing

Each couple envision a special venue on their wedding day, complete with flowers, candles and personal details that are sentimental to the couple. From elegant aisle markers to fragrant bouquets of your favourite flowers, City Hall venue can be turned into a unique and exquisite reflection of your personal style. From the moment you step through the ornate balustrades that frame City Hall, you will immediately be engrossed by the splendor and grandeur of your surrounds. In the interest of preserving City Hall, here are a few dos and don'ts for dressing City Hall to create your ideal day.

Do:

- ◆ Encase candles in lanterns with lids on the floor
- ◆ Hang pretty aisle markers

- ◆ Prepare a unique display table with personal and sentimental items for your booklets
- ◆ Place flower arrangements on tables that you want to draw attention to
- ◆ Dress the ceremony chairs and tables with candles, flowers and ribbons
- ◆ Ensure all equipment is lifted across the floor to avoid scrapes, or on rubber wheels.
- ◆ Check out our Pinterest and Instagram accounts for inspiration

Don't:

- ◆ Bring balloons or inflatable decorations, as they can't be retrieved if they were to escape



- ◆ Throw confetti, loose petals or rice. It can't be removed from the marble tiles
- ◆ Use Masking or duct tape/ blu tac/ sellotape on the floor or walls.
- ◆ Have open flames on the ground.
- ◆ Bring pets to your wedding unless required in a guiding capacity.

The Options

Chairs

City Hall will provide 8 antique chairs and an antique Oak table for your ceremony. We will also provide 200 standard black fold-out chairs for your guests. You do have the option of hiring in chairs for your ceremony. We would ask that if you wish to hire in chairs, you arrange for your chairs to be collected within an hour of your ceremony ending. Chair hire details can be found in the column on the left.



Music

Music can help to create evocative memories on your wedding day. From soft acoustic sets to elegant string quartets, the acoustics in City Hall could not be more ideal. You can choose to have live musicians playing as you make your way up the aisle or alternatively you can create a playlist on an iPod that we can 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 be easily moved into position. Live musicians must bring their own amplification equipment.

Photography

You will have time to arrange for photography after your ceremony. During your final site visit, we recommend that you take a look around the Rotunda and find spaces where you want images captured. This will allow you to plan for the catering layout of a drinks reception and you will have a prescribed list of images that your photographer will be aware of. The wedding couple will have access to the staircase on the west wing for photography purposes. This will ensure that you have captured all the memories of your special day that you wish to keep.



Brosnan Photographic

A Canapé and Drinks Reception

Canapé and Drinks Reception

A Canapé and Drinks Reception option is available to welcome your guests to City Hall. After your ceremony, guests will make their way to the wings of the Rotunda to mingle and chat over sumptuous canapés and a glass of prosecco. For your convenience we can recommend The Right Catering Company, who are conveniently located on the lower ground floor of City Hall.

However, you are free to choose your own catering company, as long as they can issue the Public Liability Insurance required.

Caterers must submit Public Liability Insurance at least three weeks in advance, indemnifying Dublin City Council for €6.4 million euro. Failure to produce this document will result in your reception being cancelled. No further arrangements will be made until this document has been received.

A Canapé and Drinks Reception: The Caterers Guidelines

Service Details

Catering Guidelines:

The following information must be given to Catering and Bar Staff before your event, whether or not they have used City Hall on a previous occasion:

- ◆ Cooking is not permitted on site. Food can be reheated on the premises. Gas cylinders are not permitted.
- ◆ City Hall accepts no responsibility for deliveries. Deliveries are only accepted on the premises by prior arrangement.
- ◆ Please inform City Hall staff as to the wattage required and whether a single or three-phase is required. Our electricians require this information in order to set up.
- ◆ Bar and catering staff must provide their own tables and cloths, and suitable floor coverings (floor mats with rubber base) for all areas of food and drink preparation and serving. The floor at both sides of the bar must be covered with mats.
- ◆ The serving of alcohol is permitted with the exception of draught beer.
- ◆ Floating bar staff must be provided to collect and pick up glasses and bottles during the function. All spillages must be cleaned up immediately with a damp cloth. You are not permitted to use any cleaning agent or abrasive on the floor.
- ◆ City Hall does not have the facility for storing any items that need refrigeration.
- ◆ Directions of Dublin City Council electricians must be followed.
- ◆ All equipment, refuse, glasses, bottles and any other items must be removed from the premises before 10am the following day. Penalties will be incurred if this is not adhered to.

Public Liability Insurance for Caterers

- ◆ All correspondence must be on Insurance Company's headed paper.
- ◆ The Insured party must be named.
- ◆ The Policy number must be quoted.
- ◆ The wording must state that the policy indemnifies Dublin City Council in respect of Public Liability for the amount of €6.4 million.
- ◆ Period of cover must be stated on the policy. Failure to submit Insurance Company's correspondence will result in the function being cancelled.

Requirements for Receptions:

Please Note: We require that no food or beverages be consumed on site for one hour before, and for the duration of the ceremony.

We require that caterers provide adequate covers for all food and beverages for one hour prior to and during your ceremony.

*The Right
Catering
Company*

Phone:
+353 (0) 87 262
0240

Email:
enquiries@
therightcateringco
mpany.com

Catering Checklist:

- ◆ Caterers are briefed on the guidelines.
- ◆ Public Liability Insurance indemnifying Dublin City Council for €6.4 million submitted
- ◆ Electricians are advised on electrical requirements
- ◆ Rubber bottomed mats underneath 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

City Hall Dublin

City Hall Dublin,
Cork Hill,
Dame Street,
Dublin 2,
Ireland.

Phone: 01 222-2204

Email: cityhall@dublincity.ie

Website: www.dublincityhall.ie

City Hall Dublin

City Hall was built in 1769 and is a prime example of Neolithic architecture in Dublin. City Hall was designed by architect Thomas Cooley and the stone work was carried out by German stonemason, Simon Vierpyl, and the stuccadore responsible for the gilded work was an English man, Charles Thorpe. There are 12 Murals surrounding the dome. These Murals were painted between 1914 and 1919 by a man called James Ward and his pupils. He was the master at the Metropolitan Institute of Art in Dublin at the time. The subject matter was suggested by Alderman Thomas Kelly, and they are based around events in the history of Dublin. The central part of the Rotunda, including the mosaic Coat of Arms, was re-laid in 1898 to a design of the then City Architect Charles J. McCarthy. The white marble surrounding the Coat of Arms is actually Portland stone from the Isle of Wight. The light grey-blue marble is Sicilian; the black marble is from Co. Kilkenny; the green marble is from Co. Galway; and the red marble is from Co. Cork. All of the marble is two inches thick and is grouted with Portland cement. The work was carried out by Sibthorpe and Sons of Dublin.

