



# Leicester Guildhall

Medieval Venue & Museum

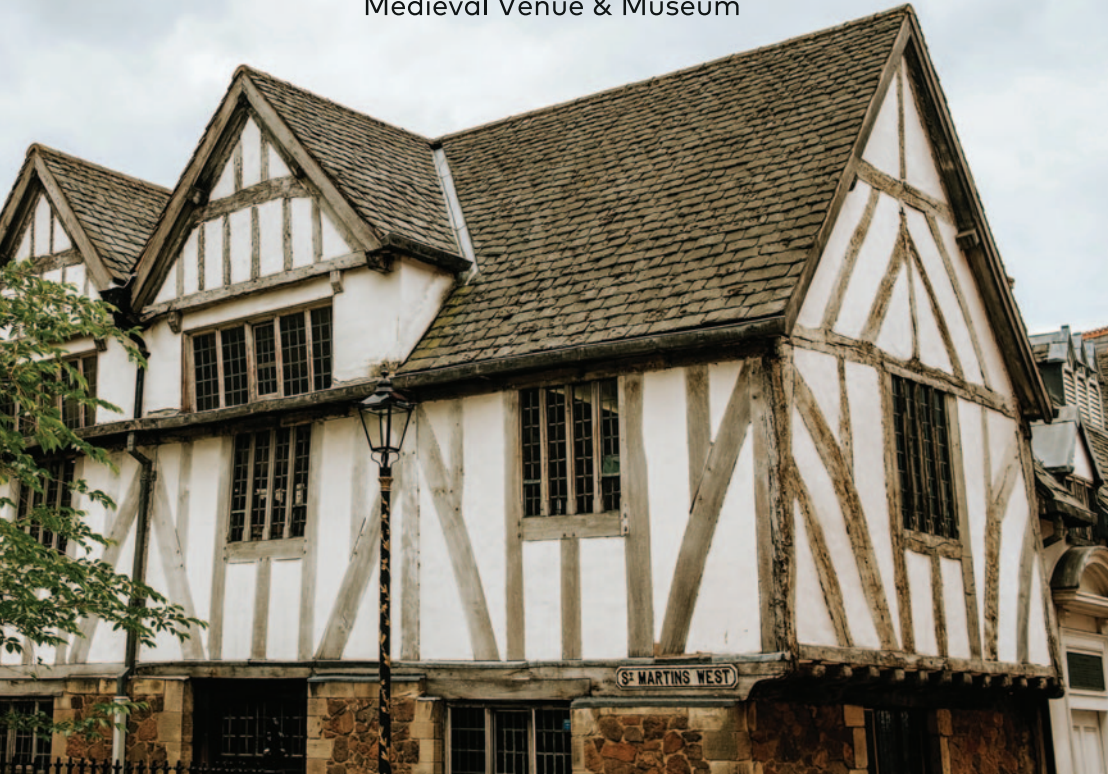


Photo: Lovely Creatures

## *Weddings at* Leicester Guildhall

---

Booking Information

---



Photo: Faye Wild Photography

---

# Making an Enquiry with us

---

We understand that booking your wedding ceremony venue, is going to be one of the biggest decisions you will make regarding your wedding day, and it's important that you feel happy and confident with your decision.

## **Book a meeting with the team**

If you've read our brochure and would like to find out more about what we offer here, we would be more than happy to arrange an appointment, so that you can meet with our wonderful team and see our beautiful venue for yourselves.

This meeting is a chance to get to know each other, understand what you want from your day, and answer any questions that you may still have.

To arrange a meeting, or to discuss our current availability you can send an email to:

**[the-guildhall@leicester.gov.uk](mailto:the-guildhall@leicester.gov.uk)** or alternatively call  
0116 454 4554.

## **Our wedding viewing appointment times**

Monday to Saturday 10.00am - 3.30pm  
Sunday 11.30am - 3.30pm



Photo: Amy Elizabeth Photo

---

# Ceremonies

---

**Ceremonies are held within the Great Hall and Mayor's Parlour Wednesday - Sunday**

## **Wednesday - Friday**

Ceremonies can be held at 11.00am or 3.00pm.

## **Saturday**

Ceremonies can be held at 11.00am, 1.00pm or 3.00pm (5.00pm ceremonies are also available from April to September only).

## **Sunday**

Ceremonies can be held at 1.00pm or 3.00pm.

Please allow one hour for wedding ceremony options.

Please allow two hours for wedding ceremonies with drinks receptions.

---

# What's Included

---

All our ceremony options include use of chairs, tables, tablecloths, a PA system, a separate room to meet with the registrar, and a separate room for couples to use if they wish to remain hidden from each other or guests.

All our drinks reception options include use of glassware and staff to serve.

Our courtyard is the ideal space pre and post ceremony for your guests to mingle and for photographs to be taken.

Photo: Lovely Creatures





---

## *Flowers, Decorations and Music*

---

You are more than welcome to decorate your ceremony room.

Owing to the historic nature of the building we are unable to accommodate the use of candles, however LED options are welcome. Please speak to one of the team with regards to your plans to make sure we can accommodate them.

Although you have full use of our PA system throughout, we also welcome live musicians to play whilst your guests arrive, during your ceremony and during your drinks reception.



Photo: Faye Wild Photography

---

# Drinks Receptions

---

Our drinks reception option remains the most popular with our couples.

It allows you and your guests to enjoy the special surroundings of our historic building for that little bit longer before you move on to your reception venue.

Drinks and canape packages are available for your guests after the ceremony. You can also choose to bring your own drinks with a small corkage fee. We provide all appropriate glassware and serve your guests on the day.

---

# How to Secure your Booking

---

When your chosen date has been agreed, we require a non-refundable £100 deposit to secure this date. We will also send booking forms to you that are required to be signed and sent back as soon as possible to secure your date.

Your final balance payment will be due one month before your ceremony date.

Couples wishing to have a marriage ceremony or civil partnership ceremony at Leicester Guildhall are required to book a Leicester City Council registrar independently.

Please email **register.office@leicester.gov.uk** to secure your booking when you have agreed a date with us.

Please note that all ceremony bookings with Leicester Guildhall remain provisional until Leicester City Council registrars have confirmed their attendance.

For more information visit **marriages and civil partnerships** at **leicester.gov.uk**



---

## What's Next?

---

Once you have secured your wedding booking with us, there isn't anything else you need to worry about.

You will hear from us again once the registrars have confirmed their attendance to your ceremony with us.

We will then be in contact around 6-8 weeks before your ceremony date to arrange a final wedding meeting with you. This gives us an opportunity to go through the finalised logistics of your wedding day together and to make sure you feel happy and confident about everything.

In the meantime, if there is anything that you need to discuss, please feel free to either pop in, give us a call or send us an email.



---

# For your Information

---

## **Use of the Building**

The building remains open to the public until around 30 minutes before your ceremony begins. Please note that it remains closed during your ceremony.

## **Local Parking and Drop-off Point**

There are unfortunately no car parking facilities based on site, however there are several multi-storey car parks within walking distance nearby for your guests to use, of which we can advise you of if necessary. Blue Badge holders can use the designated car park located on Applegate just behind our building.

## **Accessibility**


Wedding attendants are encouraged to use Peacock Lane for access as a drop-off location. All ceremony rooms are fully accessible. We also have accessible toilet facilities with baby changing facilities.

## **No Smoking**

Due to the historic nature of our building, we cannot permit smoking or vaping to take place anywhere on site.

## **Confetti**

Biodegradable confetti is encouraged to be thrown when exiting Leicester Guildhall along the cobbled pathway of St Martins West.



**Enquire with us:**

0116 454 4554  
[the-guildhall@leicester.gov.uk](mailto:the-guildhall@leicester.gov.uk)

Guildhall Lane  
Leicester  
LE1 5FQ

Leicester Guildhall  
City Heritage Wedding Venue



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

