

## **Dún Laoghaire –Rathdown County Council**

### **Civil Marriage Ceremonies guidelines**

Dún Laoghaire-Rathdown County Council is delighted to announce that the Assembly Hall in the Old Town Hall, Marine Road, is now available as **a venue for the solemnisation of Civil Marriage and Partnership Ceremonies.**

The Town Hall was originally constructed between 1878 and 1880, and was one of the last public buildings to be built in Dún Laoghaire in the nineteenth century. It is enrolled in the council's register of listed structures and features many elements of classic Victorian architecture.

Extensive renovation works were recently carried out to the Old Town Hall. On the ground floor vestibule, a new reception area was created, a new carpet was laid on the main staircase, and floor tiling, wall paneling, balustrades, banisters and the stained-glass feature window etc were all restored.

The Assembly Hall is located on the first floor and features a bespoke timber wall paneling, vaulted ceilings, decorative plaster work and cornices and solid oak floors, also all restored.

**Should you wish to hire the Hall for your marriage ceremony, please read the information and guidelines below.**

**Please note that ceremonies can only be booked THU or FRI afternoons between 2.00pm and 3.30pm subject to availability.**

**The Hall may is not available on days of Council meetings.**

**Wedding receptions cannot be held in the Town Hall.**

### **Registrar's Office Regulations**

**It is important to note that application for registration as an approved venue for the solemnisation of civil marriages may be made only by the couple who wish to marry to the Civil Registration Office.**

The date, time and venue must be agreed in advance between the Registrar and the couple. **Application must be made in writing as early as possible on the appropriate form to the Registrar at the address below. Approval is granted for each individual marriage only.**

The application form called 'Civil Registration Service, Arrangements for the Approval of Venues' is available from the local Registrar's Office. It contains full details of the procedure for venue approval.

**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**

**Any arrangements between the couple and Health Service Executive or Registrar-General and their offices will be regarded as a private arrangement.**

**Dún Laoghaire-Rathdown 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.**

### **Assembly Hall- Venue information**

**Accessibility :**

In accordance with Section 51(2) (c) of the Civil Registration Act 2004, the Assembly Hall is open to the public and is fully accessible.

Located on the first floor, it is accessible to wheelchair users via a lift; Wheelchair users will need persons to accompany them to the Assembly Room.

**Charges for the hiring of the Hall:**

A flat charge of €500 currently applies to book the Assembly Hall for a Civil Ceremony.

Payment must be received at least 30 days prior to the ceremony date. This charge includes the services outlined below.

**Services provided by Dún Laoghaire- Rathdown:**

-In accordance with the Registrar's requirements, a member of Dún Laoghaire-Rathdown Council staff will act as the Responsible Person, and be on hand before, during and after the ceremony.

This Person or his/her Deputy will be the couple's direct contact with Dún Laoghaire for all arrangements for the Ceremony.

-Suitable notices will be displayed at the main public entrance on the day and the doors to the Town Hall will be opened one hour prior to the ceremony and a porter will be on duty from that time and for the entire duration of the ceremony.

- 1 top table and chairs will be provided for the wedding party & Registrar.

- Guest seating will be provided and set-up for guests up to a **maximum of 100**.

-A separate private room will be available to the Registrar for one hour prior and one half-hour following the ceremony if needed, and will be set up with a table and 6 chairs.

- Musicians/live music will be permitted (See restrictions under terms and conditions) with separate seating area if required .

- A PA system which also plays CD's will be available on request.

**Extras:**

Flowers arrangements can be provided on request at extra cost.

Alternatively, limited flower arrangements will generally be allowed and can be provided by the couple at their expense, but must be agreed in advance with the Responsible Person.

**Contact Person on the Day**

On the day of their marriage couples will be fully occupied so the Council would ask couples to nominate a person, not of the wedding party, who can resolve any small issues that may arise on the day. See booking form.

**Other terms and conditions:**

Ceremonies conducted in the Assembly Hall must have no connection with any Religion, Religious Practise or Religious Persuasion, which would include Religious songs or Religious readings.

**The use of the venue is solely subject to the following restrictions:**

- No food or drink allowed.
- No candles allowed other than small table candles for the exchange of candles during the ceremony if so wished.
- No confetti, balloons or similar decorations allowed.
- The use of masking tape, blue tack or similar substance is strictly prohibited.
- Musicians or CD music will generally be allowed but must be agreed in advance with the Responsible Person; As the County Hall is a working building restrictions will be applied with consideration to noise levels. No loud or amplified music will be allowed. All equipment must be supplied and set up by the musicians.
- All equipment must be lifted (unless on rubber wheels) and NOT dragged on the floor of the Hall.
- Car parking in County Hall is not available.

The Assembly Hall is an historic room and must be maintained for future use.

**The couple would be liable for the cost of repairing any damage caused at the ceremony.**

**In the unlikely event of misbehaviour the Council reserves the right to remove any person or persons from the premises.**

**For further enquiries please contact Facilities Management section, Corporate Services on 01 2054700 ext 4020/4086/4016 or log onto [www.dlrcoco.ie](http://www.dlrcoco.ie)**