

# Getting Married at Rye Town Hall

Rye Town Hall is a licensed wedding venue, approved for the solemnisation of marriages in pursuance of Section 26 (1)(bb) of the Marriage Act 1949 and as a venue for Civil Partnerships in pursuance of section 6(3A)(a) of the Civil Partnership Act 2004.

This means we are *not a registry office*. To be married here you need to book the Hastings Registrars to attend and officiate at your ceremony. There is a legal process that you must go through to be married, which is described in more detail in the attached document **ESCC Registrars Advice**. This document contains their contact details and a website link to a page which gives details of their fees (payable separately to our hire fee.)

Once you have a date in mind, contact Rye Town Hall and we will advise on availability. If your chosen date is available we can reserve it for you provisionally until you have booked with Hastings Registrars and paid their deposit. Contact us once you have done this and we will then confirm your booking in writing. Along with your confirmation, you will receive an invoice for your booking. We require that £100 of this is paid immediately by way of a non-refundable deposit. We ask that the balance is paid at least one month prior to your ceremony.



## Things to consider

**Capacity** Up to 50 people seated on chairs, a further 20+ seated on the ledges around the room, with standing room at the back bringing the maximum number of guests we allow to 90. This does not include the couple, Registrars and Town Hall staff.

**Music** We have a Philips CD player with an iPhone/iPod dock.

Please see: [http://www.philips.co.uk/c-p/DCB352\\_10/dock-for-ipod-iphone-ipad-dab-plus](http://www.philips.co.uk/c-p/DCB352_10/dock-for-ipod-iphone-ipad-dab-plus)

Alternatively you are welcome to provide your own system. You will need to arrange for a guest to be responsible for the playing of the music (ie pressing play and pause at the appropriate moments.) We recommend that the nominated guest arrives around 45 mins before the ceremony to have a practice.

*Note: Any reading, music, words or performance which form part of a ceremony of marriage celebrated on the premises must be secular in nature and discussed with the Registrars prior to the day.*

**The Town Crier** The attendance of the Town Crier is included in the hire fee for Rye Town Hall. You are welcome to decline his services, however no discount is available if you do so.

**Flowers** We have silk flower arrangements in the Main Chamber and Ante-Chamber. These can be removed if required and you are welcome to provide your own arrangements.

**Confetti** We ask that you remind your guests that they should avoid throwing confetti on the Town Hall premises. Confetti can be thrown outside. We ask that, in consideration of our neighbours and our situation in a conservation area, no more than six cartons of confetti are thrown outside the Town Hall. These should be of the paper or rose petal variety. A popular and successful alternative to confetti has proved to be bubbles. These are available in small 'champagne bottles' and leave no mess!

**Disabled Access** Due to the age of the building there is limited disabled access to the Main Chamber and Mayor's Parlour. However, we can make available our Sherpa N908 Stair climber. If you require this facility, we do require prior notice. Please bear in mind that there is a weight limit of 85kg (13 stone) for a passenger using this. For more information, please see:

[www.youtube.com/watch?v=NvLaRShyNS8](http://www.youtube.com/watch?v=NvLaRShyNS8)

**Parking** There is no designated parking at Rye Town Hall. There is on-street parking, but of limited availability. Otherwise there are a number of pay-and-display car parks situated around the town. If you are holding your ceremony on a Thursday, it is worth noting that the main Cattle Market Car Park is unavailable due to the weekly market.