



CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY, LL32 8LD
Tel: 01492 596254
E-mail: info@conwytowncouncil.gov.uk

BOOKING FORM FOR WEDDING CEREMONY
The Mayor's Parlour, Guildhall, Rose Hill Street, Conwy, LL32 8LD

Name, address and contact details of both parties to be married:

Name a)..... Name b).....

Address..... Address.....

.....
.....

Email(s).....

Contact Tel No.(s)

Wedding Date..... Wedding Time.....

**Please confirm that you have booked the Conwy County Council Registrar,
based at Llandudno Town Hall, Llandudno, 01492 576525.**

No of Guests (Maximum 50).....Seating layout.....

Photographer.....

Music supplied by Wedding Party in CD format with List

Flowers supplied by Wedding Party & Locations.....

**Please note: access to the Guildhall is 12 steps. Stairlift available, please
advise if required.....**

Deposit paid..... Balance of fee paid.....

Thank you very much for considering The Mayor's Parlour, at the Guildhall as your Wedding Ceremony venue.

If you live within the Conwy Town Council area the fee for your Ceremony is £100 and if you live outside the area the fee is £200. A deposit of £50 secures your booking with the balance of the fee due 6 weeks prior to the Ceremony. **Conwy Town Council does not have facilities to accept payment by card** but cheques and cash are welcome and a receipt is provided.

The Mayor's Parlour will comfortably accommodate up to 50 guests to include the Wedding Party itself. There are two options of seating arrangements which you may prefer for your Ceremony and photographs are attached.

The large double oak doors are fully opened half an hour before the Ceremony itself and Guests are welcome to come in during that time. Should a guest require the use of the stair lift, please ring the bell on the door and a member of staff will come to assist. Guests are welcome to use the cloakroom facilities at either side of the top of the stairs and, if they wish, leave their outer coats there.

The Wedding party is welcome to bring in their own flower arrangements for placement on the Registrar's Registry table and elsewhere in the Mayor's Parlour as they wish. The Wedding Party is also welcome to provide a CD of their preferred music, with a playlist, and this will be managed by the 2nd Registrar throughout the Service. Guests Books may also be placed in the Parlour.

We can accept Flowers, Guest Books and CD playlists by arrangements. The Guildhall office hours are between (09:00 – 13:00) Monday to Friday. Please nominate a Guest to collect these items on departure from the Guildhall.

The Wedding Party is welcome to arrange their own photographer to record the event and photographs may be taken in the Parlour, the top Hall, on the stairs and outside the large entry doors. Please request your Guests not to throw any confetti or other decorative material inside the building.

You are welcome to make an appointment to view the venue and to discuss your arrangements during our office hours of 0900 – 1300 Monday to Friday on 01492 596254.

Conwy Town Council website at <http://conwytowncouncil.gov.uk> also provides photographs of the venue.



1. Semi- circle style with diagonal aisle towards hearth



2. Traditional style with central aisle to window