



# Weddings



THE WINDSOR GUILDHALL







## *Welcome to The Windsor Guildhall*

The Windsor Guildhall is a stunning 17th century building set among the splendour of vibrant Royal Windsor. The magnificent interior of the historic venue provides a unique setting for weddings and civil partnerships.

The building is a popular choice for those planning smaller, intimate 'micro weddings' and we welcome larger ceremonies of up to 100 people.

All our bookings have exclusive hire of the impressive Chamber with its chandeliers and fine collection of royal portraits. Our ceremonies take place daily at 11am, 12.30pm, 2pm and 3.30pm.

The ceremony can be personalised with your own special vows, readings, poetry and music. You are welcome to dress the room with your choice of flowers.

You can also have private use of the outdoor, covered area outside The Windsor Guildhall.



All photographs kindly supplied by Photography by Abi Moore [www.photographybyabimoore.com](http://www.photographybyabimoore.com)





## *Book your registrar*

You'll need a registrar to conduct your ceremony and make your vows official. Please make sure you speak to them to confirm their availability on your chosen date. The registrars fees start from £560 for midweek bookings.

You will also need to give formal Notice of your Intention to register your marriage and we recommend you contact them as early as possible.

To book a registrar for your ceremony click on the link - <https://my.rbwm.gov.uk/webform/ceremony-booking> or email [ceremony.bookings@rbwm.gov.uk](mailto:ceremony.bookings@rbwm.gov.uk)

For more information visit - <https://tinyurl.com/2j72yxu>





## *Your day, your way*

Whatever your needs, our team can create a bespoke package, so from your vows through to your flowers your day can be truly your own. Offering a personalised service from the moment of contact, The Windsor Guildhall can help you create the style, design and ambience to complete a truly memorable experience.

We offer the following discounts if you have an Advantage card:

Monday to Thursday - save £100, Friday and Saturday - save £150 or Sunday and Bank Holiday - save £200 on published hire price.

**One hour** - minimum needed for your ceremony

Monday - Thursday	Friday & Saturday	Sunday & Bank Holidays
£750	£895	£1200

**90 minutes** - upgrade to allow time for photos inside The Windsor Guildhall

Monday - Thursday	Friday & Saturday	Sunday & Bank Holidays
£895	£1050	£1300

**Two hours** - why not have canapés or a champagne reception.

Monday - Thursday	Friday & Saturday	Sunday & Bank Holidays
£1000	£1500	£2000

Why not stay for a delicious dinner or buffet. Please enquire for costs of our extended room hire.

**Corn Exchange** - you can even hire our outdoor area at the front of The Windsor Guildhall for a champagne reception. Exclusive hire starts from £300 when booked with our main room hire.





## *Your day, your way*

Your ceremony can be personalised with your own special touches.

You can play those special songs from your device through our Bluetooth speaker but we can also arrange musicians including violinists and harpists to play your song choice while walking down the aisle, signing the marriage register and leaving as a married couple.

Beautiful artificial flowers adorn The Chamber but we can also recommend florists if you are looking for a special arrangement.

We do have parking for one car at the venue – but please bear in mind we are a Royal town and Guard Change takes place regularly. There are additional car parks in the town – <https://tinyurl.com/mr4bwsxp>

Our ceremonies all take place on the first floor of The Windsor Guildhall and we do have a stairlift for those who struggle with stairs.



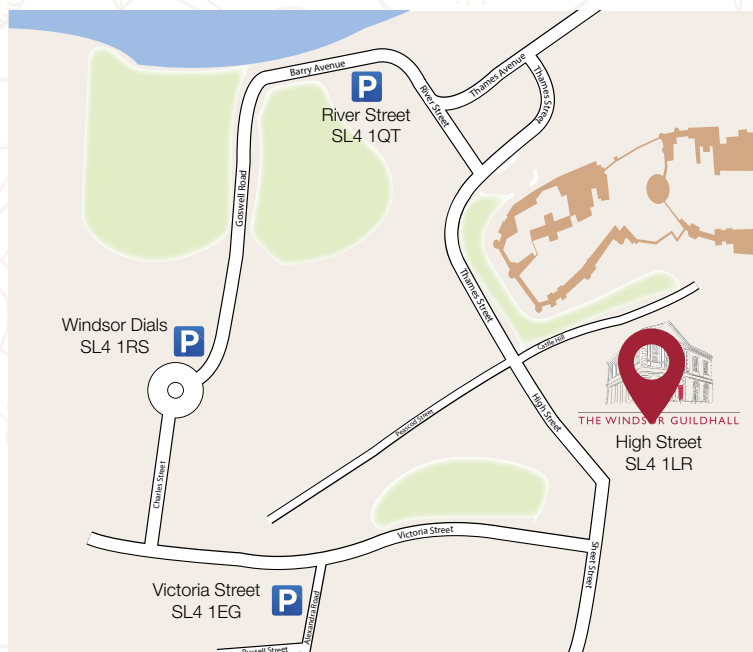


## Contact us

The Windsor Guildhall team will do everything we can to make your special day run smoothly. Please feel free to contact us with any queries or questions you may have about your special day.

Please email the team on [guildhall@rbwm.gov.uk](mailto:guildhall@rbwm.gov.uk) with your contact details and the best time to contact you.

Below is a useful map if you are not familiar with the area which shows the location of The Windsor Guildhall and three main council run car parks.







# Terms & Conditions

## 1. Making a Booking

1.1 - Bookings must be made using an official booking form, whether for external or internal events. Bookings made without completion of the form may not be taken as valid, and may be cancelled or transferred at the discretion of The Windsor Guildhall management. This is to ensure that client details are correctly attained and that payments can be invoiced correctly.

1.2 - Bookings are classed as provisional until the deposit payment has been made. Provisional bookings are not bound by contractual agreement, and although every effort should be made not to do so, the The Windsor Guildhall reserves the right to cancel or transfer provisional bookings.

## 2. Making Payment

2.1 - The Windsor Guildhall charges a non-refundable deposit of £250.00 to be paid upon booking. This fee is deducted from the total cost of the event. Payment of a deposit confirms the booking. If the deposit payment has not been received within 14 days of issue then the booking will be cancelled.

2.2 - The balance amount must be paid no later than 30 days prior to the event.

2.3 - If payment of the balance amount has still not been made on the day of the event, The Windsor Guildhall is under no obligation to host the event. The Windsor Guildhall is not liable for costs incurred as a result of an event cancellation.

2.4 - When an event is booked with less than 30 days' notice, payment must be made in full at the time of booking.

2.5 - The Windsor Guildhall will ensure that a correct fee is provided prior to the client making payment. The client is responsible for any additional costs relating to their event which will be invoiced after the event.

## 3. Cancellations

3.1 - Provisional bookings entail a non-refundable deposit of £250.00.

3.2 - If an event is cancelled within 30 days of the event, 50% of the total cost will form a non-refundable deposit. If cancelled within 7 days of the event, 100% of the total cost is non-refundable.

3.3 - Should the The Windsor Guildhall suffer charges from third party suppliers as a result of a cancellation, the client is responsible for them.

3.4 - The Windsor Guildhall reserves the right to cancel or transfer provisional bookings without notice or reason.

3.5 - The Windsor Guildhall reserves the right to cancel or transfer confirmed bookings due to Acts of God, Acts of Terror, Royal Demise, Royal Functions, or if the building is deemed unsuitable to host an event, for example construction works. The Windsor Guildhall is responsible for offering full refunds to clients affected by the aforementioned. The Windsor Guildhall is not responsible for any third party costs caused to the client as a result of cancellation.

3.6 - COVID cancellations - If a bride or groom has to cancel due to a positive PCR test there will be no cancellations charges and The Windsor Guildhall will transfer the booking to a chosen date and time. If the day is changed then there may be an uplift in costs. Please note: any change of dates have to be agreed with the Registrar first. If a guest tests positive and the date has to be cancelled, there will be a £40 administration charge.

## 4. Consumption Policy and Corkage Fees

4.1 - The client is not permitted to provide their own food and beverages, unless by prior agreement with The Windsor Guildhall. Corkage is charged at £10 per bottle on alcohol drinks, £5 on non-alcohol drinks and £2.50 on soft drinks provided by the client. The kitchen cannot be used by the client, or an external caterer without the completion of an indemnity charge and an additional hire fee of £500.00.

## 5. Rooms, Hires and Responsibilities

5.1 - Any external booking of The Windsor Guildhall gains exclusive access to the function rooms. The Windsor Guildhall may not host more than one event at any one time. Clients may choose between the two function rooms, the Chamber or the Ascot Room subject to availability. Events requiring catering must use the Chamber room due to the layout of the building. The Mayors Parlour may not be hired, unless written permission is granted by the Mayor's office. The Windsor Guildhall does not charge different fees for different rooms. The client may only use one room at any one time due to the layout and the need for storage.

5.2 - The Windsor Guildhall is responsible for providing the function rooms. They must be clean, well presented and fit for purpose, following the relevant Royal Borough of Windsor & Maidenhead health and safety guidelines. The Windsor Guildhall is not responsible for the safety of external equipment or decorative pieces.

5.3 - The client is responsible for all hired facilities, including electrical items, furniture, and decorative items including the portraits. Damage caused by the clients or their guests must be paid for in full by the client. If the client is acting as a third party (for example, as a travel agent or event's organiser) they are still responsible for the damage caused.

5.4 - The Windsor Guildhall does not explicitly ban any events or groups, however the venue must not be used for party political agendas, as part of a cause (other than those associated with a registered charity), or promote any values that are contrary to the values upheld by the Royal Borough of Windsor & Maidenhead or HM Government. This is in line with the Royal Borough of Windsor & Maidenhead's constitution. Should an event take place that breaches this clause, a penalty fee of £1,000 shall be levied against the client.

## 6. Function Times

6.1 - Function times are agreed in advance between The Windsor Guildhall and the client. Set up and decant times are included in the overall agreed times, so if the client hires the venue for six hours, the set up and decant must be done within that allotted time.

6.2 - The venue must be left in the same condition as it was found. Should additional cleaning or more decant time be required, the costs of this will be met by the client.

6.3 - Any delays caused by the client which affects the agreed closing times, for example staying on unreasonably longer for photos, or throwing confetti inside causing a need for immediate cleaning, will result in additional fees being charged at the standard hire rate.

6.4 - The Windsor Guildhall will always endeavour to provide flexible entrance times, particularly when caterers require access to the kitchens, however entry to the building can only be guaranteed at the time the event is booked from. Should the client arrange florists, musicians or caterers to arrive outside of the agreed entrance times, they may not be able to access the building. If the additional time is substantial (i.e. over one hour in advance of the agreed time) then additional fees will be charged at the hourly standard hire rate.

## 7. Refunds, Complaints Procedure and Discounts

7.1 - The Windsor Guildhall is only obliged to offer full refunds if it is forced to cancel a confirmed event, as laid out in section 4.5.

7.2 - The Windsor Guildhall will, in no circumstances, offer a whole refund for events which take place within the venue.

7.3 - Any complaints must be reported to The Windsor Guildhall Sales & Events Team within 14 days of an event taking place. Any complaints after 14 days will not be eligible for an acted response. The Windsor Guildhall should offer a response to a registered complaint within 7 days of receiving it.

7.4 - Discounts are available only to registered charities and to advantage card holders. No other client is entitled to a discounted rate.

## 8. Internal and Use

8.1 - No member of the Royal Borough of Windsor and Maidenhead, whether elected member or employee is entitled to free or discounted use of The Windsor Guildhall privately, or in relation to their position.

8.2 - The one exception to 9.1 is the Mayor, for whom the Mayor's Parlour is available. The Mayor is also entitled to three free uses of The Windsor Guildhall, which can be used by themselves, or gifted to charities or organisations to use. The three uses are tied to the office of the Mayor for the duration of their term and not the individual acting as Mayor. Should a Mayor be replaced mid-term, they would not automatically receive an additional three free uses.

8.3 - The Windsor Guildhall may, where appropriate and at the discretion of management, offer free use of The Windsor Guildhall to operations. Free use of The Windsor Guildhall for Royal Borough of Windsor & Maidenhead will only be considered if it is not in breach of article 6.4, and if it is within the usual operating hours of The Windsor Guildhall, which is Tuesday to Friday, 10am to 5pm. Any function outside of these times will be charged.

8.4 - If the Royal Borough of Windsor & Maidenhead would like to hold a function outside of the usual operating hours specified above, a fee will be attached. The Windsor Guildhall Sales & Events Team may reduce these fees to cost price only. The client would need to factor in set up time and decant time in their designated timings. The Windsor Guildhall is not obliged to offer these rates and reduced rates will only be considered if they are deemed to be of great importance or of long term benefit to the venue.

8.5 - Free use of the venue can be offered to events deemed of high local or national importance, for example for royal events, or Civic Events.



The Windsor Guildhall, High Street, Windsor, Berkshire SL4 1LR

✉ [guildhall@rbwm.gov.uk](mailto:guildhall@rbwm.gov.uk)

📷 <https://www.instagram.com/windsorguildhall/>

📘 <https://www.facebook.com/guildhallwindsor>

🐦 <https://twitter.com/WindsorGuildhal>