



Weddings and special occasions in North Ayrshire

1 April 2025 to 31 March 2026

Saltcoats Town Hall wedding ceremony and reception package

Example based on 80 guests (40 guests minimum)

Venue

- ❖ exclusive access to Countess Suite and Harbour Suite from 10am to 1am (additional access required by external companies outside of these times must be booked and we cannot guarantee availability)
- ❖ wedding arch, pillars
- ❖ choice of red or cream aisle carpet
- ❖ white table covers with table runners (limited colours)
- ❖ white chair covers and chair sashes (limited colours) up to 80 included
- ❖ top table with linen and sparkle curtain
- ❖ cake table with linen, sparkle curtain and cake knife
- ❖ table numbers
- ❖ projected personalised welcome notice
- ❖ Harbour suite for wedding ceremony 80 people maximum, Countess suite for meal 80 people maximum increasing to 150 for evening reception
- ❖ LED dance floor
- ❖ access to multi-media equipment
- ❖ additional chair covers may be hired for £3.84 including VAT per chair cover

Venue charge £1193.90 inclusive of VAT

Catering/bar

- three course wedding meal with one or two choices for the main course (pre-ordering required)
- evening buffet
- licenced bar – option of drinks package

Catering charge – depends on choices/numbers

Deposits and payment information

Venue - £50 non-refundable deposit to be paid by card at time of booking to secure the date. Balance to be paid by card four weeks prior to date of wedding. Please email communityresources@north-ayrshire.gov.uk or phone 01294 324473.

Registrars - £55 non-refundable deposit to be paid direct to Registrars. Customers should contact Registrars to make payment and discuss ceremony fees and details. Please email registrarssaltcoats1@north-ayrshire.gov.uk or phone our contact centre 01294 310000

Catering/bar - £200 non-refundable deposit to be paid by card at first contact (phone call with facilities management team) within a few weeks of booking. 50% of catering costs to be paid three months prior to date of wedding. Final balance to be paid four weeks prior to date of wedding with the final choices, numbers and table plan. Please email facilitiesmanagementteam@north-ayrshire.gov.uk.

Example of charges

1 April 2025 to 31 March 2026 – final costs depend on numbers, catering choices and date of booking. Catering costs are for example only. Other options are available, including kids' menu (up to the age of 12). Charges applied as at date of wedding may increase – if booking for 2027 is made in 2025 all charges will increase twice before date of booking.

Option	Monday to Friday (daytime) costs £	Outside of office hours costs £
Exclusive use of venue (charges applied as at date of wedding may increase)	£1193.90 (inclusive of VAT)	£1193.90 (inclusive of VAT)
Registrars (charges applied as at date of wedding may increase)	£333.00	£541.00
One choice – three course meal (80 guests at £29.00 per person)	£2320.00 (inclusive of VAT)	£2320.00 (inclusive of VAT)
Evening buffet option one (80 guests at £7.00 per person)	£560.00 (inclusive of VAT)	£560.00 (inclusive of VAT)
Total	£4406.90	£4614.90

Points to consider

For music during your ceremony please provide this on a phone or iPod. We can connect this to the PA system. Alternatively, you may provide a CD to be played.

You must nominate a guest to play any ceremony music that you choose to play. The hall has a sound system. You are welcome to test this before your big day. Please email saltcoatsthbookings@north-ayrshire.gov.uk to arrange.

You must nominate a guest to be your 'master of ceremonies' should you wish this. We can provide a microphone for this and for speeches.

Place cards, favours and centerpieces are not provided, however we may help with set up if clear instructions are provided.

To view ivory, silver, and grey sashes and table runners in the hall please email saltcoatsthbookings@north-ayrshire.gov.uk to arrange.

An on-site meeting will be arranged with our facilities management team around three months prior to the date of wedding.