



Weddings & Special Occasions

IN NORTH AYRSHIRE

CONTENTS

Welcome to North Ayrshire	2
Getting Married in North Ayrshire	3
Our Venues	4
Our Registrar Service	6
Catering Packages	7
Special Occasions	8
Planning Your Special Day	9
Terms and Conditions	11
Frequently asked questions	13
Testimonials	14



North Ayrshire Council
Comhairle Siorrachd Air a Tuath

Welcome to **North Ayrshire**

From its fabulous west coast location, North Ayrshire is well known for its miles of beautiful coastal scenery, rolling hills and long sandy beaches.

Just 45 minutes from Glasgow, North Ayrshire encompasses bustling coastal towns from Irvine up to Skelmorlie, the beautiful countryside of the Garnock Valley and the idyllic islands of Arran and Cumbrae.

With so much to see and do, amazing places to eat and stay, and warm, welcoming people, North Ayrshire is perfect for a day trip, short break, holiday and the perfect location for your special wedding day.

We would be delighted to help you create special memories that will last a lifetime. Choose to have your wedding day here in North Ayrshire.



Getting Married in **North Ayrshire**

Congratulations on your forthcoming wedding, we look forward to sharing the joy and happiness of your special day.

We can assist you with your wedding preparations including the ceremony, your venue and catering. By selecting one of our packages we promise to deliver a unique and memorable experience.

Whether you are having a civil, religious or humanist wedding ceremony, a civil partnership, a blessing or a renewal of vows, our wedding packages are designed with you in mind.

With a choice of locations, ceremony, catering and additional extras we have options to suit all requirements. Whether you want your wedding to be intimate or extravagant, traditional or contemporary – we promise to help you have the perfect wedding day.



Our Venues



Saltcoats Town Hall

We are proud to add the stunning Saltcoats Town Hall to our venue portfolio. Situated at the heart of the town it is a real focal point of Saltcoats. The award winning Town Hall has truly beautiful suites which are equipped for all function requirements.

The Town Hall is an exquisite building, so why not take advantage of the flexible space.

The **Countess Suite** is our grand ball room, designed and decorated to impeccable standards. This room lends itself to larger wedding celebrations and functions. The floor to ceiling windows provide a bright and airy feel and the stunning ceiling pendants enhance the mood of the room.

At night the room transforms and you dance the night away into the early hours on our stunning twinkling dance floor. This suite is also equipped with multimedia equipment, a fully stocked bar, and stage area.

CAPACITY FOR FUNCTION – 150

Graceful with a sense of heritage the **Harbour Suite** offers a truly elegant and versatile space. The stunning hand crafted window designs bring a unique and opulent ambience. Decorated in dreamy pastel shades with precise attention to detail, the suite offers the idyllic and inspiring backdrop for any ceremony or special function. The Harbour Suite is perfect if you are looking for an unforgettable and romantic experience.

CAPACITY FOR CEREMONY – 90

CAPACITY FOR FUNCTION – 70

The **Sir John Lavery Suite** is a charming room, designed for intimate ceremonies. If you are planning a grand affair, why not make use of this space as a bridal suite to relax ahead or your ceremony and enjoy a glass of complimentary bubbly. This space has a vintage but contemporary feel, equipped with original window shutters, period fireplace, full length mirror, and private cloakroom.

CAPACITY FOR CEREMONY – 16

CAPACITY AS A BRIDAL SUITE – 12



Townhouse, Irvine

The newly renovated Townhouse in Irvine provides couples with a stunning venue for their wedding ceremony. Built in 1862 and renovated in 2017 the historical building sits in the heart of Irvine. Rooms can be laid out to meet personal choices.

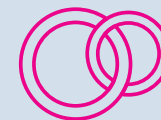
JOAN KELLY CEREMONY CAPACITY – 14

BURNS SUITE CEREMONY CAPACITY – 80

For enquiries about Irvine Townhouse, please contact the venue directly on **01294 310090** or [email the Irvine Townhouse](#).



Our Registrar Service



The nature of civil marriage has changed dramatically since it was first introduced in Scotland in 1940.

Historically, a civil marriage was governed by strict rules, and could only take place in the office of an authorised registrar, on Monday to Friday, in a short ceremony which focused mainly on the legal requirements of marriage.

The rules have changed and now there is much more flexibility. Our Registrars understand the diverse needs of people today, and the culture and social mix in our communities. As a result, many civil marriages now include personal touches such as live music, readings and additional vows, making the ceremony unique to you.

One of our registrars will encourage you to make your own contributions to the ceremony, and there is huge scope to involve friends, children and family members. Your guests can also be encouraged to take an active part in the ceremony, which can make everyone feel really included.

Although traditionally civil marriages were entirely non-religious, there is now no set format and religious context can be included if you wish. If you are considering a civil marriage, you may want to think about handfasting, sand ceremonies, remembrance candles or the well-known Scottish tradition of drinking from the Quaich, all of which are possible and a nice personal touch.

Civil marriage ceremonies can take place almost anywhere, and also on Saturdays and Sundays. Local authorities no longer need venues to be licensed for a wedding, and this freedom allows for much greater choice of location – you can be married in a hotel, in a castle, at a beauty spot, on a beach, in your garden or even on a boat; essentially anywhere that is special to you.

The role of the registrar is also unique – our registrars can guide you through the whole marriage process, including:

- Choosing a venue
- Submitting marriage notice forms and checking all the required documentation
- Tailoring the ceremony to suit you
- Bringing the marriage schedule to and from the venue
- Registering the marriage
- Issuing a marriage certificate.

A civil marriage gives you the opportunity to have a ceremony truly reflecting your personalities, and our registrars will assist you every step of the way to make sure it is a day to remember.

To discuss your requirements contact the team on **01294 310000**.

Catering Package by **North Ayrshire Council**

Whatever type of wedding or event you have in mind, we can provide superb in house hospitality, catering and bar services.

We are committed to providing professional high quality food using only the best fresh, and where possible, local ingredients prepared in our dedicated kitchens. Your wedding is one of the most special and treasured days of your life. Our catering packages can be tailored to suit your every need.

Browse sample menus online on [our Community Resources page](#).





Special Occasions

At Saltcoats Town Hall, we are able to offer affordable functions for birthdays, christenings, funerals, corporate events, Christmas parties and many more.

We can offer a wide range of tailored products and services which can enhance your event or private function.

For further information or to discuss your requirements please contact Community Resources on **01294 324473** or [email the Community Resources Team](#).

Planning Your Special Day

From the moment you say “yes”, to the ceremony, toasts, speeches, and the first dance, our aim is to help you plan your perfect wedding day experience. To assist you with the planning of your big day we have provided a helpful timeline.

12-18 months before your wedding day

- It is time to decide on the type of ceremony you would like to have, here in North Ayrshire you can choose one of our special venues or if you have a different idea in mind let us know and we will do all we can to accommodate this
- You may have a date in mind, contact Community Resources on **01294 324473** or [email the Community Resources Team](#) to check availability. At this stage, you should pay a £50 deposit to Community Resources and a non-refundable deposit of £200 for Catering.
- Now you have your date and venue you should make arrangements for your registrar or celebrant. For advice you can contact Registration Services **01294 310000**
- Photographers, videographers, entertainers/bands, and wedding cars can all be in high demand especially in Spring/Summer time so we would suggest booking these as early as you can
- Decide on your wedding budget. It is always good to have this in mind so you know your spending limits

- Plan your guest list. You will need to consider how many guests your chosen venue can hold, you may also want to send out a save the date
- Choose a florist, these again can be in very high demand depending on the time of year you are getting married
- Consider wedding insurance, just for peace of mind to know everything is covered
- Now the real fun starts – go shopping for the bride, groom and wedding party outfits

Six Months until your wedding day

- Send out invitations with menu choice – make sure all your guests know to keep this date free and give as much notice as possible. You could also include on the invitation transport details and some options for accommodation.
Top tip – keep a spreadsheet of all invites and responses, this helps to keep track of your guests who are attending
- Hopefully by this point you have the outfits for the wedding party arranged – make sure any final alterations are organised and the date is in your diary to collect these
- Are you going on honeymoon? It is a good idea to shop around within your budget and book in advance
- Book any hairdressers and makeup artists required for your special day



Three months until your wedding day

- You should now submit all legal paperwork for your marriage. If you need any advice contact Registration Services on **01294 310000**
- Meeting with North Ayrshire Council representative to discuss final arrangements
- Make 50% payment for catering
- If you haven't done so already, go shopping for your wedding rings

One month until your wedding day

- You should hopefully have received the RSVP's back from your guests – it's time to confirm final numbers with the venue for seating and catering
- Set out your table plan
- Top tip – start planning the speeches before things start to get really busy on the lead up to the big day
- Arrange to make final payments for venue, catering and registrars

One week before your wedding day

- Final check of arrangements – make sure the best man and bridesmaids know their duties
- Wedding rehearsal – organise a final run through before the big day
- Confirm with the venue that all arrangements are all in place and everything is ready for your big day

Your wedding day

- After all your careful planning and preparation – your special day is finally here. Relax and enjoy your day with all your loved ones!

Terms and Conditions

Weddings & Special Occasions Conditions of Let

General

1. Smoking is prohibited in all Council grounds and premises or facilities provided for community use by members of the public. "No smoking" signs will be displayed in all such premises to inform all persons that they must comply with the new smoking law. It will be the responsibility of the person who signed the let to ensure compliance with the legislation.
2. It shall be a material condition of all lets that the Lessee shall not allow participation in or promotion of racial or sectarian activities in the premises or grounds of the leased subjects or any other property owned or controlled by North Ayrshire Council.
3. A lessee having the use of a hall will be required to meet the cost of additional cleaning which is required or making good any damage to or loss of property and/or equipment which occurs during their occupation of the premises, or results, directly or indirectly, from their use of the premises or equipment.
4. Lessee making use of the premises must accept full responsibility for any accidents, injury or damage to any person as a result of the activity carried on by them or which may occur as a result of their use of the premises. All such organisations must have sufficient insurance cover in place to meet

this responsibility and shall produce the relevant insurance certificate to the Council on request.

5. North Ayrshire Council cannot accept responsibility for any loss of possessions, loss or damage to equipment or materials or for personal injury unless negligence by the Council can be established. Let holders are responsible for ensuring that personal possessions are adequately safeguarded.
6. The person applying for the let is responsible for ensuring that the conditions of let are observed. The person supervising on the evening of the let must be specified on the application form and must report on the evening of the let where appropriate to the Venue Assistant and sign the let record form.
7. The lessee shall indemnify North Ayrshire Council against any claim arising out of breach or any infringement of the Copyright Act 1988 or the Performing Rights Society Agreement arising out of or connected with their let of the premises.
8. Lessee's are advised that under the terms of the Public Entertainment's Licence issued by the Council, lets will not be granted for any event or activity which comprises a striptease or nude show, whether such a licence is required or not.

9. No nails, screws, tape or blu tack shall be used to make fixings in structure, furniture or fittings of any hall unless special permission is given.
10. No additional fittings of stage curtains, drapes, props or decoration shall be carried out or introduced without the prior approval of the Head of Service, Connected Communities before approval can be given the lessee must confirm in writing that all material has been rendered fire proof.
11. Power supplies must not be interfered with in any circumstances. Where additional services are necessary, written permission from the Head of Service, Connected Communities will be required. The lessee is responsible for supervision of automatic cut out circuit breakers for all occasions where electrical equipment is used.
12. Sound amplification must be kept to the levels stipulated by the venue assistant.
13. All property and equipment must be removed from premises immediately after an event or later with approval from the Head of Service, Connected Communities or his nominee.
14. The Provisions of COSHH (Care of Substances Hazardous to Health 2002) Regulations must be adhered to. Lessees will seek advice from the relevant N.A.C Community Resource Office, and shall comply with any instructions given.
15. Smoke, bubble and foam machines are not permitted to be used within the Council's Community Facilities.
16. No signs and/or any other means of advertising shall be exhibited in the premises or grounds of the leased subjects without the prior written consent of North Ayrshire Council's Head

of Service, Connected Communities or their agent or nominee.

Booking Procedures

1. Applications will only be accepted from persons aged 18 years or over. Applications for events involving the sale or consumption of alcohol will only be accepted from persons aged 25 years or over.
2. A minimum of 14 days notice must be given when a let is requested.
3. Booking times must be strictly adhered to. Charges will be made up to the nearest half-hour and for a minimum of 1.5 hours and where use extends beyond the end of let, an additional charge at the appropriate rate will be made.
4. Cancellations must be made in writing and will only be eligible for a refund if made 10 days prior to the event. Refunds are made at the discretion of the Council.
5. Certain premises may require to be licensed to allow performances where money or tickets exchange hands. If a public performance is intended it is important that the applicants indicate this clearly on the let form and the lessee shall be responsible for obtaining any licence necessary.
6. £50 non-refundable deposit is required to book any of our wedding packages, party or function.
7. Wedding packages should be settled one month in advance of hire.

Saltcoats Town Hall

1. Lessees are not permitted access to Kitchen.
2. All bar & catering provision must be booked via North Ayrshire Council Facilities Management only.
3. Where required groups/lessees must provide Personal Evacuation Plans (PEEPS) for persons who require assistance in the event of an evacuation.
4. Lessees holding events involving the sale or consumption of alcohol are required to provide, a ratio of one steward to fifteen guests with a minimum of five being available. Hirers must confirm at the time of booking that suitable stewards are available to supervise the let and provide details of these. Community Facilities may also request an informal interview with the organisers of the event.
5. The lessee will be responsible for the supervision of the let at all times to the requirements of the controlling officer, which in normal circumstances will be the Venue Assistant.
6. The advice and instruction of the VA or appropriate officer must be strictly adhered at all times.
7. The VA or appropriate officer of the Council, after due consideration, has the right to close the doors and refuse admission to premises on the grounds of Health and Safety, crowd control etc.
8. The VA who, in normal circumstances, will be the controlling officer may at the end of a let, advise the lessee that additional cleaning will be required. The lessee will meet the cost of additional cleaning.
9. North Ayrshire Council reserve the right to refuse or cancel any application.

Townhouse, Irvine

Terms may vary for Irvine Townhouse please contact site staff for further information on **01294 310090**.

Health & Safety

1. In the event of an accident within the premises the let holder supervisors must report the accident immediately to the VA and the accident report form, obtainable from the VA should be completed and returned as specified on the form.
2. The let holder is responsible for ensuring that a safe and healthy environment is provided for participants and shall comply with all the relevant Health and Safety legislation and/or guidelines. Practical and physical education activities must be conducted in accordance with the appropriate code of practice for such activity and with the Council's Code of Practice. A copy of North Ayrshire Council's Code of practice must be inspected by arrangement with the Venue Assistant.
3. All passageways and exits must be kept free and doors kept unlocked during the period of occupancy.
4. Tickets must not be issued nor persons admitted in excess of the capacity of the area of let. Advice on maximum capacity levels can be obtained from Community Facilities.
5. Connected Communities reserve the right to refuse use / set-up of apparatus, objects or equipment on the grounds of Health & Safety.
6. The use of Candles is prohibited in all Council premises.

7. Electrical equipment brought to our sites must be checked for safety by lessee prior to use.
8. It is the lessees responsibility to comply with the Section 89 Building Standards Regulations and to ensure any portable platforms/staging has been authorised for use by the Local Authority. Further information from Building Standards **01294 324349**.

Payment information

[Pay with an invoice](#) or [pay without an invoice](#).

Wedding FAQs

Can you cater for smaller weddings?

Yes, rooms within our venues can easily be configured to suit smaller parties. Catering can also be arranged to suit your needs. Minimum of 40 guests for packages.

Do children have to leave by a certain time?

No, as weddings are a family function children are welcome to stay until your function finishes. However, please ensure the application for your bar license covers this.

I have booked a ceremony only in the Harbour Suite at Saltcoats Town Hall, can I hire chair covers?

Unfortunately, we do not provide chair covers for ceremony only. You are welcome to bring your own.

Does the venue cost include the registrar fees?

No. The fees do not include costs for registration services. We recommend that you contact the Registrar Team direct to ensure you receive an accurate cost and full guidance on the services you can be provided with. Their telephone number is **01294 310000**.

North Ayrshire Council Community Resources

To keep up to date with all our event venues follow us on facebook.

Who plays my ceremony music?

You may be asked to arrange for a guest to play your music. Please make arrangements prior to the ceremony.

How much deposit do I need to pay?

A deposit of £50 for the venue, £200 for catering and £55 for registrars is required. All are non-refundable, however, these amounts are deducted from your final bill.

Can I pay in instalments?

You cannot pay by installments however, payment terms are: deposit at time of booking, 50% balance 3 months before and full balance 4 weeks prior to your big day.



Testimonials

