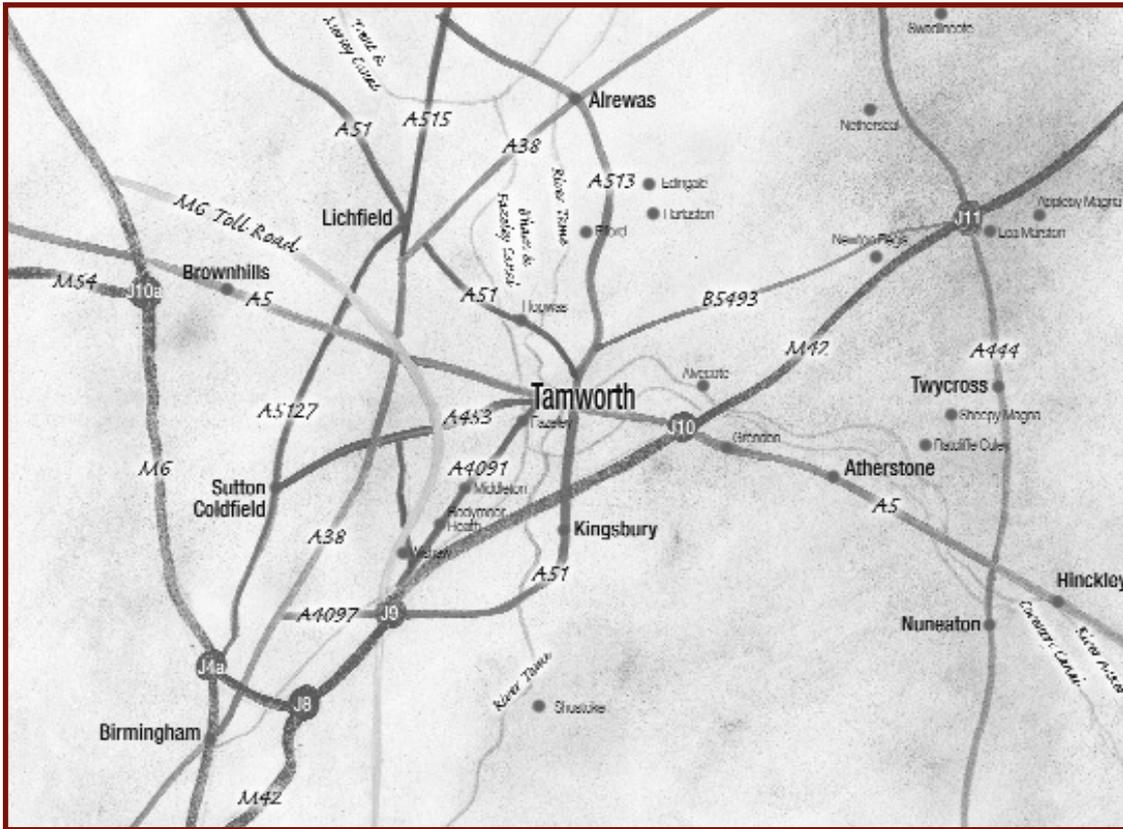


# *How to find us*

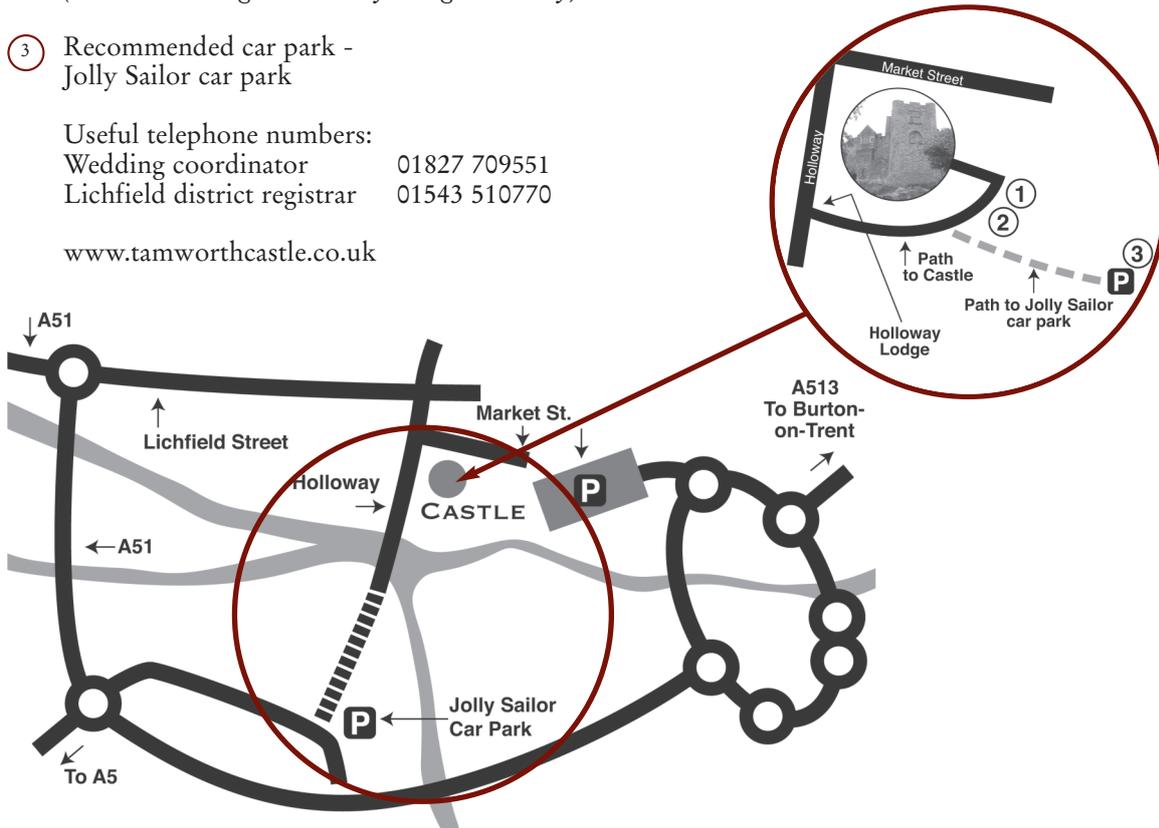


## *Car Park Key*

- ① Bridal car or carriage parking – one car only at the foot of the slope  
(entrance through *Holloway Lodge archway*)
- ② Disabled 'drop off' point  
(entrance through *Holloway Lodge archway*)
- ③ Recommended car park -  
Jolly Sailor car park

Useful telephone numbers:  
 Wedding coordinator 01827 709551  
 Lichfield district registrar 01543 510770

[www.tamworthcastle.co.uk](http://www.tamworthcastle.co.uk)





# Wedding Guidelines

## *Making a Booking*

It is essential that you visit the venue and make an appointment to discuss your wedding plans. This will allow you to view the Great Hall, check availability and fill out a booking form. If you choose Tamworth Castle as your venue a non-refundable £150 deposit is required at the time of booking.

Please contact the Wedding Coordinator on **01827 709551**. If you hear the answer machine please leave your name, number and message. Your call is very important to us and we will call you back as soon as possible.

If there is a date available at the Castle for your ceremony, you will then need to contact the **(Lichfield District Council Registrar, Tel: 0300 111 8001)**. You must do this as soon as possible to check if they can conduct the ceremony on your chosen date.

## *Maximum Numbers*

The wedding ceremony takes place in the Great Hall. The maximum number permitted, under the fire safety regulations, is **64 persons seated**. This includes the bride, groom, witnesses, bridesmaids, page boys, the Registrar and the assistant to the Registrar.

## *Wedding Price*

The wedding price includes approximately **2 hours** use of the Great Hall. This covers the time to bring in the flowers, the arrival of the guests and the taking of a small number of photographs by your photographer after the ceremony. Wedding guests should remain on the ground floor at all times. You can choose from the following wedding ceremony times: **11.30am, 1.30pm, or 3.30pm**. Other times can be requested, but this is subject to the availability of the Registrars.

## *Wedding Payment*

We must receive the wedding payment, for the whole amount, by the date on the booking form. This payment is **non-refundable**. Should you have to cancel you must let us know at the earliest opportunity, and any cancellation has to be in writing. **Please note that the hire fee for the Castle does not include the Registrar's fee.** This is a totally separate fee payable directly to the Registrar.

## *Chairs*

Tables and chairs for the ceremony are set out for you by the Castle staff. (A wheelchair can be provided by the Castle if required).

## *Flowers and decorations*

We are happy for you to decorate the Great Hall with flowers, but please consult with the Wedding Coordinator. Floral decorations and ribbons may be placed in the Great Hall and Reception on the day before (After 4.00pm and up until 5.00pm). This is only available if your wedding is the first wedding or the only wedding that day and there is no other event taking place on the eve of your wedding. Flower displays can be hung from the iron standards, on the window sill and/or as freestanding pedestals in the Great Hall. **Please note that pedestals are not provided by the Castle. All flowers and decorations must be removed on departure.** During the Christmas period the Castle is usually decorated with festive garlands.

We will assist where we can, but due to the protected status of the building, nothing can be fixed to the walls.

*continued over...*



# *Wedding Guidelines continued...*

## *Candles/ Carpet/ Music*

Candles are provided for all weddings.

A single carpet roll (burgundy red) will be provided by the Castle, for all weddings.

A CD player is available for use but must be operated by a member of the wedding party. Live music is also permitted, but is **not supplied by the Castle**. You must make your own arrangements and discuss this with the Wedding Coordinator.

## *Cars and carriages*

The top of the Castle drive is an access area for emergency services vehicles and equipment, therefore space for parking is very limited. Only **one** wedding car, horse drawn carriage or small stretch limousine may park at the top of the drive in the Castle grounds during the wedding ceremony. This area is also the drop off point for the bridesmaids and any other guests who would be unable to walk the distance from the car park. Please note that the drop off vehicle then needs to be parked in a designated car park. **Allow plenty of time for this because the car parks are not close to the Castle.**

## *Smoking and Confetti*

Please note that there is No Smoking anywhere in the Castle, including the courtyard and toilets. We also **cannot allow the throwing of any confetti or rice**, in the Castle or grounds. **It is your responsibility to make all your guests aware of these conditions.**

## *Castle Grounds*

Please be aware that throughout the year events take place in the Castle grounds and are organised by outside organisations. On these occasions the car parks get very busy and the taking of photographs in certain areas may not be possible. Also at certain times of the year the flowerbeds are devoid of flowers. Please be aware the Castle grounds are a public open space, therefore you may see other wedding parties using it for photographs as well as yourselves.

## *Disclaimer*

Please be advised that unless caused by its own negligence Tamworth Borough Council accepts no liability for the damage to or loss of any property or article whatsoever, or dripping of candle wax on anyone or thing, during the time that the candles are lit within the Castle.

## *Finally*

Thank you for your enquiry, and may we wish you well for the future and hope that you choose to marry here. We look forward to hearing from you soon.



# *Your Wedding Day*

## *The day has arrived*

What happens now?

### *Guests*

We recommend that wedding guests arrive up to half an hour before the ceremony. The Wedding Coordinator or her deputy will ask your guests to take their seats about *ten minutes* before the ceremony starts, unless you have appointed someone to do this. All guests must be seated before the Registrars take their places in the Great Hall.

### *The Groom*

The Groom should also be at the Castle at least half an hour before the ceremony. The Registrar will ask to see the Groom in the Castle Reception area about 20 minutes before the wedding. Please note that *this is a private meeting*. Once the Groom has seen the Registrar he should then go to the Great Hall and wait for the ceremony to commence.

### *The Bride*

The Bride should make her way to the Castle Reception area at least *ten minutes* before the ceremony is due to start to meet with the Registrar, *again this is a private meeting*. The Bride will then leave Reception, and should make her way to the Castle's inner porch, where she will let the Wedding Coordinator know that she is ready. Although you may want a few photographs before the ceremony begins, please ensure that the photographer does not keep the Registrar waiting. The Registrar will have other weddings to perform and will have to ensure the ceremony starts promptly so they can leave on time.

### *The Registrar*

The Registrars will take their position at the top of the Great Hall, and will address your guests and wait for a signal from the Wedding Coordinator that the Bride is ready. The Registrar will then ask your guests to rise and await the arrival of the Bride. The person designated to work the CD player (if being used) will start the music.

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# *Your Wedding Day continued...*

## *The Ceremony*

The Bride, once ready, will enter the Great Hall and walk down the aisle. The Bride can choose who walks down the aisle with her and in what order. The formal ceremony takes about ten minutes but will probably take longer, if the Bride and Groom wish to have a reading. *Please note that this must be discussed with the Registrar prior to the wedding.* There will be time after the ceremony to take pictures of the signing of the register and generally about another forty-five minutes for taking photographs afterwards.

Please note that we are a Castle and Museum, and that we will usually be open to the general public during the ceremony. It is a legal requirement that we cannot prevent the public attending the ceremony if they wish. However, we will ensure to the best of our ability that your ceremony is conducted with the minimum amount of disturbance. The doors to the Great Hall will remain closed throughout the ceremony to ensure maximum privacy.

## *The Photographs*

Photographs can be taken in most parts of the Castle, however a number of areas are behind barriers. The use of Drones is forbidden within the Castle perimeter fencing. A meeting to discuss where photographs are to be taken must take place prior to the wedding with the Wedding Coordinator. The Castle rooms are very small and will generally only accommodate the Bride and Groom, although a small number of the immediate guests could be photographed as well. *No one can move or remove any exhibit* and there must be a *member of Castle staff* with him/her at all times. Any special requests must be discussed prior to the wedding. If your wedding takes place during the winter months and taking photographs outside proves impossible because of the weather conditions, then allowances can be made to allow longer in the Castle at no extra charge, providing there is no other wedding that day.

## *Dress Code and any Special Requests*

You and your guests may wear whatever wedding outfit you choose; the theme for your wedding is entirely your decision and can include period costume. All we ask is that you please respect this unique site, as we will charge for any damage to the buildings and their contents. That said, all special requests will be received with an open mind, so please feel free to ask.

