

# Frequently asked questions

## CEREMONY AND RECEPTION SPACES

### Can we have our ceremony at the venue?

Yes, we are licenced for civil ceremonies for up to 200 guests. There is no additional Hall hire charge but you do need to book directly with the registrar (Islington Registry Office) and pay any associated costs to them.

### Is there an option to get married in a Church nearby?

Yes, we have recently taken over the bookings for a beautiful Wren Church – St Martin within Ludgate, which has direct access to the Stationers' Hall Garden. There are also a number of other beautiful churches nearby, please liaise with us for more details.

### Can we have a ceremony only at your venue?

Yes, you can, at certain times of the day only. Please enquire for further information and available times.

### Do we have exclusive use on the day?

Yes absolutely! So you can be assured of our undivided attention on your big day!

### Do you have outdoor space?

Yes, we have a beautiful secluded garden which you can decorate with fairy lights, bunting and candles if you wish.

### What is included in the venue hire price?

Exclusive use of the Hall and Garden, 3-4 members of Hall staff, a fully manned cloakroom, up to four car park spaces, the Hall furniture (round or long tables and the Hall's chairs) and a microphone for speeches.

### Can we arrange a viewing?

Yes definitely. Please contact us to arrange a suitable time and date.

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## MUSIC AND SOUND

### Do you have a piano we can use?

Yes, we have two – a baby grand piano in the Main Hall and an upright piano in the Court Room. There is a small charge to use these.

### Is there a microphone for speeches?

Yes, we will provide you with a handheld microphone for speeches.

### Do you allow dancing and is there a dance floor?

Yes, we permit dancing in the Stock Room and in the Main Hall. There is a wooden floor in both rooms so no extra cost for a dance floor. Bands and DJs are permitted but they need to bring all their own equipment.

### Is there a sound / noise limit?

There is no sound limit but we do have some hotels and residents in the vicinity so we would ask that the band or DJ liaises with the Hall Manager on the night to ensure a suitable level.

## LOGISTICS

### How long do we have to set up before the wedding?

The standard set up time is three hours prior to the start of your wedding but you can pay for extra hours if you wish.

### Can we extend the venue hire?

Yes you can start earlier and / or finish later than the standard times. Both of these will incur extra Hall hire costs – please enquire for more details and costs.

### Can you accommodate wheelchair users or other physically challenged guests?

We have an electric stair-climber which can get into the Main Hall, the Stock Room and the Court Room. The garden is wheelchair friendly. There is a wheelchair accessible bathroom at the back of the Main Hall.

### Can we drop our table plan and other décor items off the day before?

Yes you can. Please liaise with us to arrange this.

### Do you allow babies and children?

Yes, we are a child-friendly venue and we even have high chairs you can use. Speak to your chosen caterer for suitable meals for the children.

### Do you have a cloakroom and is it manned?

Yes, we provide a manned cloakroom for the duration of your wedding.

### Do you have a cake stand and knife?

We do not but the caterer you choose should be able to provide this, please discuss this with them.

### Do you provide table number / name stands?

We do not but your chosen caterer should definitely be able to provide these for you.

### Do we have to clear up at the end of our function?

No, that's the last thing you would want to do at the end of a great party! We do recommend that you take anything particularly valuable or sentimental away with you on the night and the other items can be collected at a suitable time in the following days.

Any suppliers will need to take their items away at the end of the day.

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## STAFFING AND CO-ORDINATION

### Do we need to book a wedding co-ordinator?

Not necessarily but if you would like to, you are very welcome to! Your chosen caterer should include a wedding co-ordinator in their prices.

### What staffing (if any) is included in the venue hire?

Included in the venue hire are 3-4 members of Hall staff who will meet and greet guests, man the cloakroom and assist with your needs throughout the day.



## CATERERS AND SUPPLIERS

### **Do you have an in-house caterer or a list?**

We have a resident caterer based on site as well as a list of other accredited caterers (including some cultural caterers). We do not permit other external caterers unless it's for cultural reasons (please enquire for more details as additional costs will apply).

### **Can we bring our own drinks / do you charge a corkage fee?**

As we have a list of caterers, this needs to be discussed with your chosen caterer. The corkage costs will vary depending on which caterer you choose.

### **Do you have recommended suppliers?**

Yes, we have a list of recommended suppliers who all know the Hall well. Please visit our website <https://stationers.org/hiring-stationers-hall/recommended-suppliers.html>

### **Can we use our own suppliers?**

Yes, if you have a preferred supplier you are welcome to use them. We suggest they attend a site visit prior to your wedding in order to familiarise themselves with the venue and to see access for example.

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## DÉCOR

### **Do you allow real candles?**

Yes, we permit real candles as long as they are non-drip and in a suitable holder.

### **Do you allow confetti?**

We allow confetti in the Garden only and it should be either real petals or bio-degradable.

### **Do you allow balloons?**

We permit regular (non helium) balloons but unfortunately we do not permit helium balloons (due to the very high ceilings).

### **Do you permit fireworks?**

Unfortunately not due to the proximity of other buildings around us and the very large tree in the middle of the Garden.

## ACCOMMODATION AND TRANSPORT

### **Do you have accommodation on site?**

We do not have accommodation on site but we do have preferential rates at a number of hotels in the area. Please visit our website <https://stationers.org/hiring-stationers-hall/recommended-suppliers/89-hotels.html>

### **Do you have a bridal room we can get ready in?**

We do not have a bridal room as such but we have a fabulous new powder room which you can change outfits in for example or touch up your make up. If you are staying at one of the hotels nearby, you can definitely get ready there as we're just a short walk away.

### **Which is your nearest tube station?**

St Pauls (Central Line) and Blackfriars (District and Circle Lines) are both a short walk away. City Thameslink (Overland) is also a few minutes' walk away.

### **Is there parking on site?**

There is parking on site, on the day, for up to four vehicles. There is also a car park not too far away – Baynard House, Queen Victoria Street, EC4V 4BQ.

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## MONEY AND INSURANCE

### **Should we take out wedding insurance?**

Stationers' Hall has public liability insurance but we would recommend you take out wedding insurance to protect yourselves.

### **Is it cheaper to book at a certain time of the year or on a Sunday?**

We do occasionally offer discounts in some months. Sundays are typically less expensive than a Friday or Saturday.

### **What deposit do you require?**

We ask for an initial non-refundable deposit of £2,000 to secure the date, along with our signed Terms and Conditions. The balance of the Hall hire is payable at least one week before your wedding date.

### **What forms of payment do you accept?**

We accept payment by bank transfer or cheque. Unfortunately we do not have credit card facilities although your chosen caterer may have card facilities.



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