



Weddings at Nottingham Conference Centre

When can I come and see the venue?

We're happy to show prospective wedding couples around Nottingham Conference Centre. Please call and make an appointment with a wedding coordinator.

Is your venue licensed to carry out civil weddings?

We are licensed to perform civil ceremonies in all our rooms in the Newton and Arkwright buildings, but would recommend our four primary rooms: the Old Chemistry Theatre, the Old Museum, the Adams Room and the Bowden Room.

How do I book a wedding?

We will hold a provisional booking for 14 days after which time a deposit of £500 is required to secure your booking.

Note: If you wish to hold your marriage ceremony at Nottingham Conference Centre you must telephone the Registrar to check availability. By law only the Registrar can book your marriage ceremony and without two Registrars your marriage cannot take place. Until you contact the Registrar you have only booked the room at Nottingham Conference Centre, not the marriage ceremony.

If the Registrars are not already committed they will be happy to take a booking from you, however availability cannot be guaranteed. The Registrar will not accept a booking for your marriage ceremony unless you are legally free to marry, i.e. neither of you is awaiting a Final and Absolute Divorce Decree.

What authority do you come under for civil ceremonies and can you supply names and contact details for the Registrar?

The Nottingham Registration District covers the area of the City of Nottingham. The office is situated in the centre of Nottingham at:

The City of Nottingham Register Office
The Council House
Old Market Square
Nottingham
NG1 2DT

Tel: 0115 841 5554

Email: office.register@nottinghamcity.gov.uk

How long does the ceremony last?

A registrar will take around 10-15 minutes to perform your ceremony. Once the ceremony is complete, you and your witnesses sign the marriage schedule. This can take from 5-10 minutes for everyone to complete the documentation. Some couples may also choose to include readings in their ceremony.

Can I get married any day of the week?

Yes, we welcome wedding ceremonies and celebrations seven days a week, subject to availability.

How soon can we marry?

If your chosen date is available, we recommend that you allow at least four weeks notice for paperwork to be processed.

How soon should we book?

Some dates tend to get booked up quite far in advance, especially Saturdays and the summer months, so it's best to book as soon as you can to make sure you get your first choice.

Do we have to pay for everything now?

We ask for a £500 deposit to secure your date and then full payment 14 days prior to your wedding.

Do you give discounts for off-season weddings?

Our wedding coordinator will be happy to discuss the various wedding packages we have available and find the best one to suit you.

Will ours be the only wedding at your venue on our wedding day?

We understand that on your wedding day you want to feel special – that's why we choose not to host more than one wedding each day.

How many people can you accommodate?

We can accommodate up to 250 guests for a civil ceremony, 200 for a wedding breakfast and 300 for an evening reception.

Is the venue easy to find?

Yes, Nottingham Conference Centre is located right at the heart of Nottingham city centre with excellent public transport links by bus, train and tram. We're a 15 minute drive away from junctions 25 and 26 of the M1 and a 30 minute bus journey from East Midlands Airport. We can provide you with directions and maps for your guests if required.

Are there separate rooms available for the wedding, reception, meal and evening reception?

Yes, all our rooms are available to hire and are within close proximity of each other, giving you the opportunity to tailor the space to your own requirements.

Is there a dressing room that the bride and bridesmaids can use prior to the ceremony?

All our brides, no matter which package you choose, get exclusive use of our Sillitoe Room. It's the perfect environment for the bridal party to calm nerves and take care of those last minute details.

How many car parking spaces are available?

We can arrange a preferential rate for your guests at the nearby Talbot Street car park, which is a two minute walk from the venue.

Where can wedding guests stay?

We work with a number of hotel partners in the city centre so that your guests can stay within walking distance of the venue.

Do you offer catering?

We offer a range of wedding menus for both the wedding breakfast and evening reception, however if you are looking for a more bespoke solution, we would welcome the opportunity to discuss this further. We can also offer canapés, cakes or finger food. Unfortunately we do not permit external caterers.

Can you supply examples of suggested menus along with prices?

Yes, we can supply you with our wedding menus and prices. Our wedding coordinator will be happy to discuss menu options with you.

Can the menus accommodate any special dietary needs?

Yes, we should be able to cater for any dietary requirements you or your guests may have. Our wedding coordinator will be happy to discuss this further with you.

Do you offer children's menus?

Children under the age of 12 are welcome to eat off the wedding breakfast menu for half price. Our wedding coordinator will be happy to discuss any special children's menus with you.

Do you provide a cake stand and knife?

Yes, we can include a cake stand and knife as part of your wedding package. Please check the size and shape of our cake stand before purchasing your cake.

Do you provide table linen?

Yes, we can provide white linen table cloths and napkins as part of your wedding package.

Can I supply my own wine and champagne?

No, unfortunately we do not offer corkage. We offer a comprehensive range of drinks packages, however if you are looking for something more bespoke, we would welcome the opportunity to discuss this further.

What time do you offer an alcohol license until?

We are licensed to serve alcohol up to 11.30 pm although extensions can be made by agreement.

What time will my evening reception finish?

Evening receptions usually finish at midnight although extensions can be made by agreement.

What evening entertainment can I have for my wedding reception?

We welcome evening functions with a disco or live entertainment. Our wedding coordinator can help source your evening entertainment if required.

When can we have access to begin setting up the room in terms of decorations, for example balloons or flowers?

You will have full access to all your rooms on the morning of the wedding. Subject to availability, it may be possible for you to have access the day before.

If the evening reception is being held in a room that is being used for something else earlier in the day, do you require the DJ / band to set-up their equipment beforehand?

Our wedding coordinator will be able to advise you on what arrangements need to be made for your entertainment.

Is there an area that could be used as a crèche if needed?

Yes, we can set up an area for children with TV and DVDs. Please discuss this with our wedding coordinator if required.

Is there a quieter area for older guests to get away from the noise?

Yes, we can set up a quieter area with seating and tables. Please discuss this with our wedding coordinator if required.

Do you have a room where we are able to store wedding presents until we are able to collect them and are you insured for any loss or damage to these presents?

We can provide a room for you to store your presents until you are able to pick them up. We are not insured for any loss or damage to your presents but it is possible for you to take out a wedding insurance policy which will cover such eventualities.

Do you allow professional firework displays in your venue?

Unfortunately we do not accommodate professional firework displays at the venue but we can help you to light your wedding reception to create any theme or look you choose.

Do you allow candles or tea lights to be lit in your venue?

You are welcome to have candles in enclosed holders (e.g. hurricane lamps), however we do not permit the use of naked flames.

Do you allow confetti to be thrown at the venue?

We regret that we do not allow confetti or rice to be thrown inside or outside the venue.

Can you recommend a company to supply our wedding cake?

Our wedding coordinator will be happy to help you source a cake supplier.