

# GLASGOW CITY CHAMBERS



Civil Ceremonies



The mosaic tiling in the reception hall of the City Chambers is inspired by the city's coat of arms, which is described in the following verse:

*Here is the bird that never flew,*

*Here is the tree that never grew,*

*Here is the bell that never rang,*

*Here is the fish that never swam.*



# City Chambers History

The City Chambers was designed by Glasgow-trained architect William Young and was opened by Queen Victoria in August 1888. The building has four floors and provides space for working offices and the hosting of civic functions.

The exterior of the building is ornate and is a main feature on the city's George Square. Its design includes Queen Victoria on her throne surrounded by emblematic figures of Scotland, England, Ireland and Wales. Sculptures depicting Truth, Riches and Honour are also included as are statues depicting the four seasons. The imposing building promotes the economic importance of Glasgow and especially the role the River Clyde had in exporting goods worldwide.

The interior of the building has a main reception hall and, to the left, a marble staircase leading up through the civic area of the building. This impressive staircase is constructed in, and surrounded by, white Carrera marble. The floors at first and second floor level are also in marble, and the third floor is made of Venetian mosaic tiles in a wide variety of colours and designs.

To the right of the main reception desk are stairs leading to offices and to the main Council Chamber and Councillor's Corridor where the political activities of the city are centred. This staircase is a plain design reflecting the working nature of this side of the building.

Since its opening the City Chambers has been at the very heart of civic government in the city. Today it is the headquarters of Glasgow City Council. Notable visitors include The Queen and other members of the Royal Family, many Prime Ministers and other dignitaries.

Glasgow City Chambers provides a stunning and unique venue in which to hold your civil ceremony.







## Your Perfect Celebration

Choosing the City Chambers for your special day makes sure that your life together gets off to the very best start possible. The city of Glasgow is proud to be involved in your celebration and we are confident that the services we provide within the City Chambers will meet all your needs and give you a day to remember for the rest of your lives.

From your welcome into our grand reception hall through to the magnificent marble staircase and up to the second floor Satinwood Suite, Octagonal Suite and Banqueting Hall, we know you will be impressed by the beauty and history of this magnificent building.

The following pages tell you everything you need to know about what we can offer for your big day, from specific details about the ceremony itself, our suites available for your use through to the catering services offered after your civil ceremony. Please take time to read all the information and enjoy the fantastic photography of our stunning building and its many rooms.

We really do hope you choose Glasgow City Chambers and we would be delighted to be at your service.





# The Satinwood Suite

The Satinwood Suite is the perfect place to hold your ceremony. Facing George Square, this bright room is beautifully designed using the now extinct satinwood which was imported from Australia at the time of the City Chambers construction. The room has an imposing alabaster fireplace that provides its main feature. The west facing ceiling to floor windows make the natural light in the room particularly pleasing. There is also a decorative ceiling and two large double entrance doors.

This suite is our principal room for ceremonies and can comfortably seat up to 100 guests.





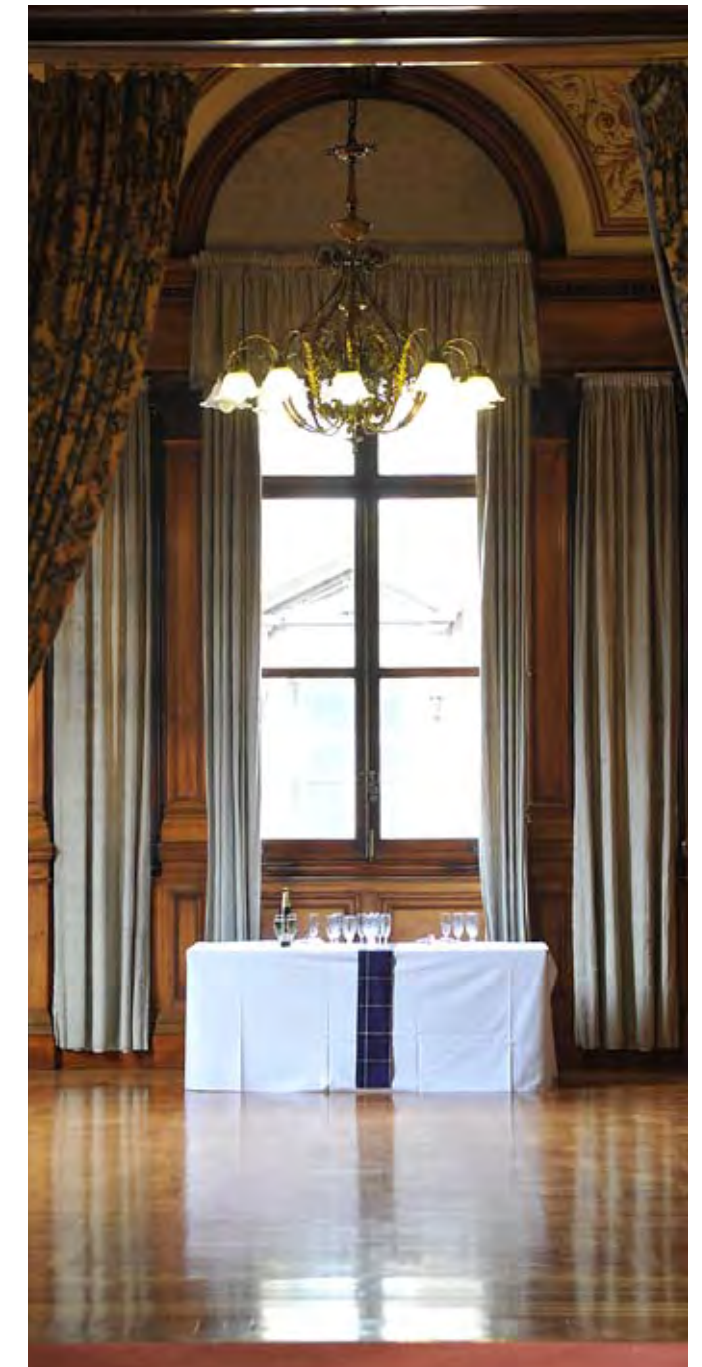


## The Octagonal and Mahogany Suites

All of the main civic rooms in the City Chambers are joined and this allows you to have complete flexibility when you are planning your ceremony. To the rear of the Satinwood Suite is the Octagonal Suite. This room is ideal to give you extra space if your guests number more than 100. It also provides a very special entrance for the bride as she walks to the registrar at the front table. The Mahogany Suite joins the Octagonal Suite and this room can also be used for your wedding, your photographs or your drinks reception.



Mahogany Suite



Octagonal Suite









## The Banqueting Hall

The Banqueting Hall is the most imposing of the civic rooms in the City Chambers. The room is 16 metres in height, 27 metres in length and 14 meters wide. It has been used to hold many large functions and is the main room used by the city to host important civic functions and events.

The ornate arched ceiling is adorned by paintings and gold leaf, and the walls of the Banqueting Hall are decorated with large murals depicting the history of the city. The artists come from the famous “Glasgow School” and included Sir John Lavery, Alexander Roche and George Henry.

This room is ideally suited for large ceremonies and can comfortably seat 300 guests.







## 23 Montrose Street

Twenty-three Montrose Street is a listed building in the east side of the City Chambers complex and is suitable for smaller ceremonies. The building is newly refurbished to meet modern requirements however the original beauty of the building has been expertly restored and retained.

Twenty-Three Montrose Street has two rooms available for civil ceremonies. The Clyde room accommodates up to 15 guests while The Kelvin can accommodate approximately 30 guests.

In addition to the two ceremony rooms there is a waiting room for guests and a private room for the registrar to meet with the couple prior to the ceremony.

Ceremonies are available at Twenty-three Montrose Street from Monday to Saturday each week at various times throughout the day with the exception of public holidays.

Bookings for this newly restored building are now being taken for ceremonies that are due to take place from Autumn 2012 onwards.

To arrange a viewing, make a booking or discuss your special day please contact a member of the Registration team on **0141 287 7655** or alternatively send an email to [mar&cpr@glasgow.gov.uk](mailto:mar&cpr@glasgow.gov.uk).





## After the Ceremony

Once your celebration is complete there is no better way to start the less formal aspects of your day than by relaxing and enjoying the company of your guests. And there is no better place to do this than within the City Chambers itself.

The Octagonal Suite, accessible from both the Satinwood Suite and the Mahogany Suite, provides a great place to experience the true hospitality of the City Chambers catering and events team. The suite overlooks both George Square and George Street and is decorated with ornate woodwork and an impressive chandelier.

Our expert chefs have created a special range of canapés and drink menus for you to choose from, and these can be tailored to suit every individual need. Our friendly hospitality representatives and event management team will cater for your guests as you have your photographs taken on the marble staircase or in the third floor picture gallery beside the portraits of Glasgow's many Lord Provosts.

Once you have enjoyed your drinks and canapés reception why not let us look after you for the rest of your special day? The city of Glasgow has a number of unique venues where you can enjoy the very best in food, quality and service. Just ask us if you would like to find out more.



Satinwood Suite



# About your Ceremony

Glasgow Registration Service is the largest registration authority in Scotland and is led by the City Registrar and a team of experienced staff. Our aim is to make sure that your big day is happy, memorable and stress free. You will see from this brochure that we have a range of rooms and options to suit everyone and we are delighted to offer you one of the finest buildings in the city in which to hold your ceremony.

## How to book

Civil ceremonies are available Monday to Saturday at 23 Montrose Street with the exception of public holidays. The City Chambers is available for civil ceremonies on Saturdays, Sundays and most public holidays with the exception of Christmas, New Year and Easter Sunday. To make a booking for your ceremony to take place in either the City Chambers or 23 Montrose Street please phone the Registration Service on **0141 287 7655** or alternatively email **mar&cpr@glasgow.gov.uk**. You can also contact us to enquire about any aspect of your civil ceremony - we will be happy to help you.

## Documents

The process of arranging a marriage or civil partnership is a legal one and therefore there are some requirements that you need to follow. Both parties to a marriage or civil

partnership are required by law to complete a notice form, **M10** for marriage or **CP10** for civil partnerships. The completed notice forms should be submitted to the Registrar approximately eight to ten weeks before the date of the ceremony, the minimum notice period is 29 days and forms must be accompanied by the required documents and relevant fee. The notice forms can be obtained from any registration office in Scotland or alternatively can be downloaded from **www.nrscotland.gov.uk**.

The documents required are: birth certificates; divorce documents (if applicable); death certificate (if applicable); proof of civil partnership annulment (if applicable); passports and a certificate of no-impediment (if applicable). Details of these documents and legal preliminaries are available in leaflets **RM1** for marriage or **RCPI** for civil partnerships, which are issued along with the notice form or can be downloaded from **www.nrscotland.gov.uk** If you need any help in deciding what forms you personally require then please phone us and we will be happy to offer both help and advice.

## The Ceremony

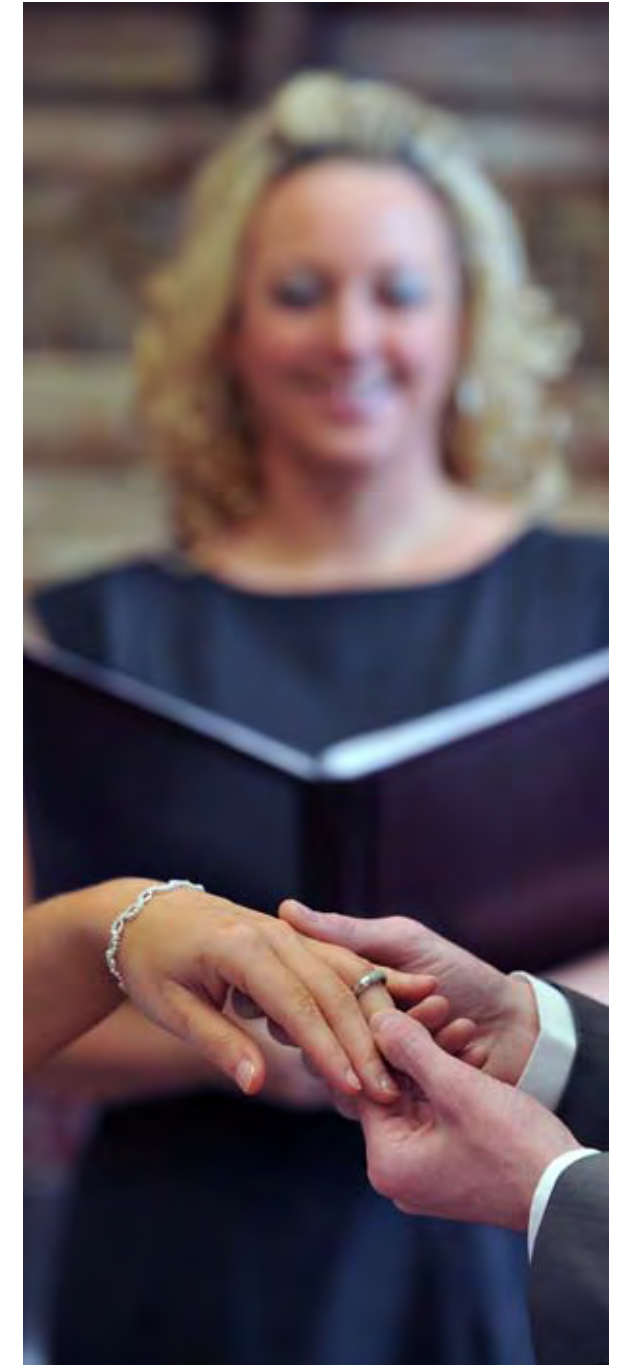
Your civil ceremony is unique to you and we are very happy to work with you to make sure you get it just the way you want it - personal touches really make a difference. For example, apart from the legal declarations, you are welcome to include additional vows which are personal to you. We can also include enhancements such as a rose or rope ceremony. You may wish to involve family members or friends in your ceremony by having them read a particular poem or reading for you. We would be happy to provide you with a selection of readings/poems suitable for a civil ceremony and advise where these can be added.

## Music and photography

Music can be an important part of your civil ceremony. We can provide you with guidance on the use of recorded music or indeed the options for including musicians on the day (for example a harpist or piper). Please note that religious music is not permitted at a civil ceremony.

Photography and video is also a big part of your special day and we are very happy to work with you to make sure that every moment of the ceremony is captured just the way you want it.

Glasgow Registration Services is honoured to be part of your special day and we will do everything we can to make it both memorable and special.





If you would like to know more about booking your civil ceremony  
in the City Chambers or 23 Montrose Street

contact

Glasgow Registration Office

phone: 0141 287 7655

email: [mar&cpr@glasgow.gov.uk](mailto:mar&cpr@glasgow.gov.uk)

[www.glasgow.gov.uk/civilceremonies](http://www.glasgow.gov.uk/civilceremonies)

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